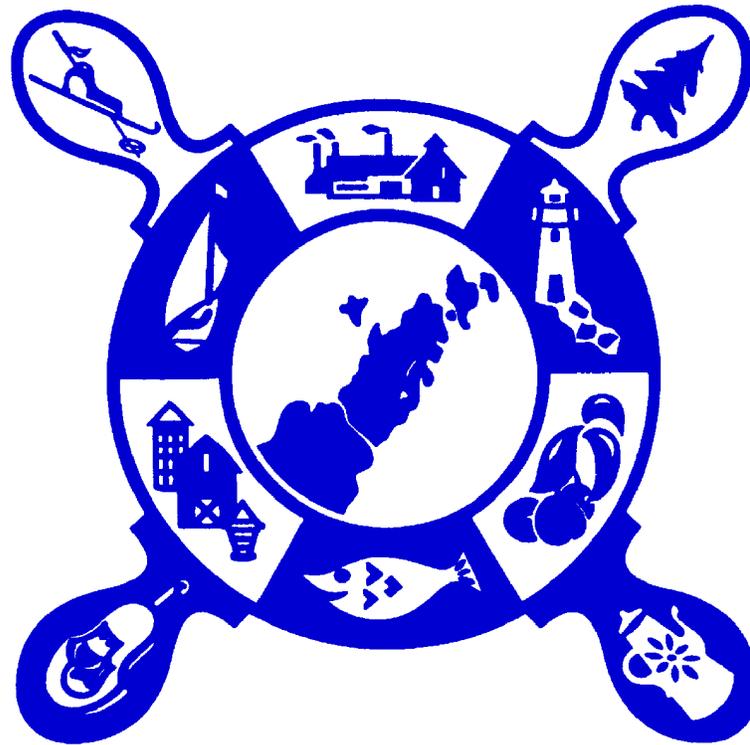


County of Door

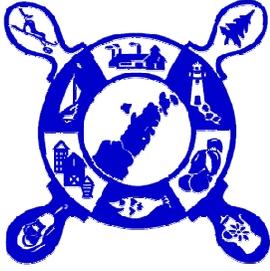


2010 Annual Reports

Compiled by:
Door County Administrator
421 Nebraska Street
Sturgeon Bay, WI 54235
(920) 746-2303
mserpe@co.door

2010 Annual Reports to the Door County Board of Supervisors

Administrator	1
Airport.....	3
Park Department	5
Building Maintenance	9
Child Support	11
Circuit Court and Clerk of Court	13
Community Programs	17
Corporation Counsel	23
County Clerk.....	27
District Attorney	29
Emergency Services.....	33
Highway Dept.	35
Human Resources	39
Information Systems	41
Library.....	45
Museum.....	47
Planning	49
Public Health.....	55
Real Property Listing	57
Register of Deeds	59
Sanitarian	61
Sheriff's Dept.....	65
Social Services	69
Soil & Water	75
Treasurer	81
UW-Extension.....	83
Veterans Office	89



COUNTY OF DOOR

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Michael J. Serpe
County Administrator
(920) 746-2303

Door County Board of Supervisors

Administrator's Annual Report

February 22, 2011

Michael J. Serpe, County Administrator

Mr. Chairman and members of the Board of Supervisors,

When I gave this report to you in 2008 I said that "I'm proud, as I know you are, to work in county government. I love what I do; I need to, now more than ever. The reason I love it and why it's a pleasure is that I get to SERVE people. In the final analysis, that's what life is all about. That's why you're here and that's a very good thing."

I still feel that way but I'm starting to wonder if I've got some kind of delusional condition.

I'm here, in the seat of Door County government, to tell you that the financial condition of Door County is sound. While we are expecting rough seas ahead, we are not "broke" as has been reported in some circles and publications. Thanks to the continuing careful stewardship of the County Board, the Finance Committee, the Finance Department and all of the department heads, our accounts are in good shape and in spite of what we hear next week from the state capital, all of us will do whatever is necessary to keep us and them in good condition.

This isn't a budget speech but in light of the happenings of the past week and what will be revealed next week; money is on a lot of the minds in this room. As WCA President Mark O'Connell noted in a message to us last week, "While county government recognizes that the state has a significant fiscal challenge and is choosing to solve a portion of that challenge by having state employees contribute more to WRS and health insurance, requiring counties to solve an impending state created fiscal challenge in the same manner and requiring counties to use the same tools removes the ability of counties to solve our budget challenges on our terms."

We need to realize that “our terms” are very restricted and we need to remind the people we serve of that fact in the weeks and months to come.

Over the past three decades, the State has been systematically shifting costs to Counties, which is the single greatest factor in rising County property taxes. The State’s deficit would be much higher without this shift. While costs have risen in every area, there has been no actual increase in shared revenue, community aids, juvenile justice funding or court surcharges to pay for State mandated services since the 1980’s.

We are now facing the truly daunting task of balancing the needs and expectations of the people we serve with what will most likely be significantly diminished resources. We cannot expect our “partners” at either the federal or state levels to provide us with sufficient resources in the near future or the distant future for that matter. We are on our own and we will be for a good long time.

If we are not granted expanded “home rule” operational authority, the negative impact upon the smaller parts of our overall budget will be magnified. If we are not able to be in control of our service delivery system we will have to make very unpopular decisions locally to absorb State budget cuts.

The physical assets of our county continue to need adequate care and maintenance and the health, safety, and quality of life of our people need to be protected and enhanced yet our ability to do so will be ever so problematic in the coming years.

Deep inside I think that we all continue to believe that what we do is worth the effort and that by continuing to work together we will make Door County a place that people will always be proud to call home.

It is with these thoughts in mind that I ask you and all the people of Door County for understanding, patience, and compassion as together we confront the challenges ahead.

On Wisconsin.

Thank you.

2010 ANNUAL REPORT

DOOR COUNTY CHERRYLAND AIRPORT DEPARTMENT



A. Mission Statement: The Door County Cherryland Airport will provide airport support services, planning and development to provide a safe, modern and efficient transportation facility for our citizens, air travelers and airport tenants.

B. Summary of Responsibilities:

Administration of Airport 1. Initiate/Oversee/Conduct Daily Maintenance Operations and Scheduling

2. Initiate/Oversee/Conduct Facility Operations Pursuant to Federal Grant Assurances

3. Maintain 24/7 availability status

4. Administer Farm Land, Hangar Land & Bldg Rental Lease Agreements – 63 total agreements

5. Administer Collection of Lease, Rental and Fuel Flowage Fees – on monthly, quarterly, and annual basis

6. Administer County Chapter 13 & 14

7. Budget Preparation & Administration

8. Airport Planning and Project Programming

9. Procurement of State & Federal Funds and Grants

10. Oversee Construction of Capital Projects

11. Promote new development

Facilities & Grounds 1. Landside - Buildings, Roads, Parking Lots, Lighting, Snow Removal, Mowing and Grounds Maintenance

2. Airside – Pavement Surfaces, Runway Approaches, Nav-aids, Vis-aids (runway lighting), Snow Removal, Lawn Mowing

3. Maintenance & Programming of Electronic Gates and Fencing

4. Maintenance and Permits for Fuel Tanks, Pumps and Monitoring equipment

Equipment Maintenance 1. Schedule and Perform Routine Preventative Maintenance On Snow Removal Equipment and Lawn Mowing Equipment

C. Program Summary: N/A

D. Goals / Objectives Achieved in 2010:

1) Installed New Aviation Fuel System

2) Removed House from Cermak Property

- E. Knowledge Sharing 2010:
 1. Airport tours – Cherryland A's (Model A Club)

F. Department Budget Status

Approved 2010 Budget	\$379,135.00	Actual 2010 Budget	\$303,188.00
2010 Levy appropriation	\$184,828.00	2009 Levy appropriation	\$176,815.00
2010 budgeted revenue	\$194,307.00	2010 Actual Revenue	\$ 39,505.57
		2009 Actual Revenue	\$ 57,961.99

G. Grants received for 2010:

Federal Aviation Administration	\$150,000	Entitlement Funds
State of Wisconsin	\$ 3,948	State match for entitlement funds
State of Wisconsin	\$310,000	State portion of Aviation Fuel System

H. Other Accomplishments:

2010 was the first year that Tandem Skydiving was permitted on the airport. 270 Skydives were made. 51 canceled due to weather. Zero (0) Accidents, injuries, Malfunctions, or off airport landings occurred.

I. Issues, Concerns and Restraints:

- State of the State

J. Goals and Objectives for 2010:

1. Maintain the airport in a safe and serviceable manner for all users.
2. Complete Design for Terminal Addition/Remodel Project
3. Complete Construction Phase of Terminal Addition/Remodel Project
4. Remove Old Garage from Cermak Property

Respectively submitted,

Keith R Kasbohm
 Airport Manager

2010 ANNUAL REPORT

DOOR COUNTY PARK DEPARTMENT

Mission Statement: Provide a coordinated park and outdoor recreation program including the development of park and recreation facilities to meet the needs and demands of Door County residents and visitors.



County Board Tour of Parks System
July 2010

Summary of Responsibilities:

The Door County Parks Department, with oversight from the Door County Airport & Parks Committee, administers the programs and policies approved by committee and governed by Chapter 12 ordinances. The department's responsibilities include acquisition, development, redevelopment, and maintenance of 19 county parks totaling 972 acres and including 12.5 miles of state trails, 7 boat launch facilities, 17 restrooms, 3 "Welcome to Door County" signs, and miscellaneous buildings totaling over 65,000 square feet. The department also oversees the state snowmobile trail program in Door County.

Door County Parks Department Program Summary

State of Wisconsin Snowmobile Program

Write funding grants for trails program, inspect trails for safety, review and approve funding for 7 local clubs maintaining 213.8 miles in Door County.

Plotmaster Program

Maintain and rent out Plotmaster equipment to general public, and other governmental agencies for approved conservation and natural resource protection projects.

Goals/Objectives Achieved in 2010

Cana Island Parking Land

Negotiated and signed one purchase contract subject to funding. Started grant writing and fund raising in partnership with Maritime Museum for land acquisition. Approximately 70% funding achieved in 2010. Closing is 12-31-11

Lake Michigan Boat Launch

Signed a long term development lease for park with Town of Jacksonport. Working on reviewing additional land needs.

Proposed Land Acquisition at Olde Stone Quarry

Continued low key discussions with property owner of 1000’ of shoreline south east of park.

Ahnapee Trail Utah Street to Michigan Street and Neuville Purchase

Working with DOT and DNR. Expect to sign DOT grant contract in early 2011.

Memorial Drive Connection to Ahnapee Trail in Sturgeon Bay

Started to build a connection from Ahnapee Trail to Memorial Drive in Sturgeon Bay in partnership with City of Sturgeon Bay. Cleared sight and estimated construction costs. Will apply for grants in 2011.

Highway 57 “Welcome to Door County” Sign

Continued landscaping sign area and working with Visitors Bureau to fundraise for stone bed in front of sign.

Friends of Door County Parks System

Becoming very active helping with park projects and activities. Friends assisted with construction of 10 kiosks for county parks.

Beach Monitoring/Design

Continued to work with Soil & Water Dept. to find funding for Murphy and Bailey Harbor beaches to control runoff and erosion.

State Snowmobile Trail Program

Received grants for continued maintenance of trail systems.

Chadoirs Dock

Applied for additional funding after construction costs came in higher than expected because of new state wage regulations. Construction delayed to 2011.

Murphy Park

Completed purchase of Pasture area northeast of park and acquired 2 additional parcels adjacent to park from in-rem program. Triathlon expanded to 2 day event in 2009. In 2010 Saturday’s short course sold out and Sunday’s Half-Iron was at 90% capacity. Event grew from 1000 to 1900 participants. Continued invasive species removal by mechanical and chemical methods on Murphy beach.

Knowledge Sharing 2010

Annual Committee Parks Tour
Took County Board on 2 day tour of County Parks.
Presentations at Morning and Noon Rotary, Leadership of Door County
Attended Wisconsin Park & Rec. Assoc. Summer & Fall Conferences

Department Budget Status

Approved 2010 Budget	\$732,222.00	Actual 2010 Budget	\$969,312.31
2010 Levy appropriation	\$584,323.00	2009 Levy appropriation	\$562,119.00
2010 Budgeted revenue	\$147,899.00	2010 Actual Revenue	\$361,638.40
		2009 Actual Revenue	\$425,722.81

Grants received for 2010:

Wisconsin Department of Natural Resources

• Door County Snowmobile Trail Maintenance 2010-11	S-3855	\$53,450.00
• Ahnapee State Trail Maintenance	RTA-419-09	\$20,625.00
• Door County Cana Island Restrooms	S-ADLP3-1082	\$18,437.50
• Door County Forestville Dock	CC-5040	\$6,121.80
• Murphy County Park Pasture Acquisition	S- ADLP2	\$116,271.13

State of Wisconsin Coastal Management

• Murphy County Park Pasture Acquisition	AD109367-011.34	\$25,000.00
--	-----------------	-------------

Issues, Concerns, & Restraints

In the past we have relied heavily on grant dollars to fund part or all of park acquisitions and developments. Recent political changes in grant programs have added words like “nature based” and “open to all public access”. Both of these terms are interpreted to greatly limit what the grant dollars can be used for. Governor Scott Walker’s proposed budget includes reducing, restricting, additional regulations and paperwork for grant programs plus competition for grant dollars has dramatically increased in the last few years. We are concerned that grant reductions will not be evenly distributed but will be weighing more heavily on Local Units of Government than State agencies overseeing the programs. We are working with Legislators to review and revise these rules. In 2010 we experienced an unusual amount of pressure from single issue interest groups that required additional time to work through. I also continue to participate with the Wisconsin Park and Recreation Association, Park Section, Grants Committee.

Door County Parks Department consists of 2 full time employees (Director and Lead Worker) and 2 shared full time employees (8/10ths Administrative Assistant and 7/12ths Lead Worker). We also hire approximately 12 seasonal employees to supplement our full time staff.

Office and maintenance space continues to be an issue. Currently 3 full time employees share space in our office with no privacy. This space also has full public access where hundreds of visitors can and do walk directly into our office and work area making privacy nonexistent. Maintenance space is shared with another department and equipment is rotated in and out of spaces daily.

Full time staff is also a concern. During the winter months we have 2 full time staff. Myself, who is in the office and 1 Lead Worker who does all the winter maintenance. Each year it seems that we are falling further behind. One additional full time person is needed to fill this gap. This person (park aide) would be a lower paid position than the current lead worker and would work with and under the direction of the lead worker. There are numerous projects that we do that require more than one person to work on. This currently requires me to interrupt my work schedule to assist when required for efficiency and safety. There is sufficient workload to justify a full time Park Aide throughout the winter. This position will compensate for some seasonal hours in spring and fall seasons. We realize that with current budget constraints, it may be a long time before this need can even be considered, and until then, we will continue to service the needs of the community and our visitors to the best of our abilities.

Our current budget for 2011 contains \$134,087.00 for what we consider our working dollars. This is the money available to maintain the County Parks System excluding wages. This is the money that is spent on repairs of buildings, equipment and facilities, phone service including office and mobile lines, service contracts mainly involving garbage services, supplies including office, janitorial and operating, and rental equipment used for machinery that we use on a regular basis but not often enough to justify owning, and energy costs including utilities and fuel and oil. Our 2011 working budget is approximately \$15,000 more than 5 years ago in 2007 or just over 2% per year average. The majority of line items have remained unchanged in the last 5 years due to continuing efforts to become more efficient and or by delaying repairs. The only line items that have increased are energy related. Utilities and fuel costs continue to rise not because of increased consumption, but because of higher rates. These two alone account for the majority of budget

increases in the last 5 years. Our actual fuel consumption has remained relatively steady over this time period by increased fuel efficient vehicles and concerted efforts to maximize time management. Our utility usage has been reduced by the use of timers and motion detectors; however, our utility costs are up based on increased unit costs and new surcharges. Our most recent utility bills reflected a 50% surcharge called "Power Cost Adjustment Charge".

In the last 4 years our traffic counters have seen a continued increase in usage of County Parks and in the last 5 years boat launch traffic has increased dramatically. Increased usage means increased costs to maintain from cleanup to general wear and tear.

We have and will continue to strive to use dollars available with the utmost efficiency. If we are directed to make major reductions in our costs, than we will have to dramatically change our mission statement and the services the public are requesting.

Door County's Park System has often been identified as one of the main attractions that brings visitors and dollars into our economy. Reducing the appearance and appeal of these attractions could potentially negatively affect our economy.

Goals & Objectives for 2011

Continue to apply for State and Federal Grants to fund Acquisition, Maintenance and Development projects.

Pursue Olde Stone Quarry south acquisition.

Negotiate Murphy Park Cave access.

Reestablish Peregrine Falcon Project.

Chadoirs Dock repair funding increase and actual completion of launch rehab project.

Complete fund raising for Cana Island Park land addition.

Start Maplewood Wayside project property fencing.

Continue to improve County Snowmobile Trail Program.

Resolve overcrowding issues at John Miles Park.

Continue Beach redesign program by funding improvements, focus on Baileys Harbor.

Redesign Baileys Harbor parking lot.

Invasive species monitoring and removal in parks focusing on Murphy Beach.

Continue to pursue Schauer Park long range plan.

Construct multi purpose building at John Miles.

Continue working with Friends of Door County Parks System on select projects. (Cave Point Gazebo)

Construct Restrooms at Cana Island.

Complete resurfacing Ahnapsee Trail.

Construct Memorial Drive connection to Ahnapsee Trail.

Design Ahnapsee Trail extension, Utah to Michigan Street

Design additional parking area at Carmody Park.

Install new fishing pier at Forestville Dam.

Install new restrooms at LaSalle Park.

Design additional parking area at Murphy Park.

Install fence on north property line at Murphy pasture.

Respectfully submitted by
George K. Pinney
Door County Parks Director

2010 ANNUAL REPORT

DOOR COUNTY BUILDING & GROUNDS MAINTENANCE DEPARTMENT

A. **Mission Statement:**

To maintain the County's buildings and grounds for the use of the citizens and employees of Door County.

B. **Summary of Responsibilities:**

To provide a maintenance program that covers the following structures & equipment:

- Justice Center (129,359 sq ft)
- Government Center (77,144 sq ft)
- Museum (13,600 sq ft)
- Emergency Services (4,320 sq ft)
- Senior Resource Center (7,350 sq ft)
- Highway Offices (1,186 sq ft)
- Former Highway (28,677 sq ft)
- Historical Archives
- Generators at Brussels, Sunny Slope, EMS, Government Center, & Justice Center

To provide the following services on a regular basis:

- Window cleaning
- Floor scrubbing, polishing and sealing
- Carpet vacuuming and cleaning
- Dusting and surface cleaning
- Furniture, equipment and fixture cleaning
- Clean and sanitize restroom facilities
- Maintenance of grounds, lawn mowing and snow removal

To provide the following additional services:

- Repair and maintain doors, locks and openers
- Painting
- Ceiling tile replacement
- Inspect heating and air conditioners
- Adjust and monitor air circulation/quality
- Clean up spills, messes, etc.
- Extra cleaning of restrooms
- Replace lighting fixtures and bulbs
- Move/rearrange equipment (desk, files, etc.)

To provide the following services day to day or as needed:

- Pick up and deliver mail to the U.S. Postal Service & Justice Center
- Receive and deliver projects and equipment to various departments
- Collect recycled paper from the offices and arrange for pick up
- Trash collections from the offices and public areas
- Table, chair and equipment setup for organizational meetings
- HVAC system regular checks and maintenance
- Machinery maintenance
- Exterior and interior maintenance as warranted
- Monitoring of heating systems – boilers

C. **Goals / Objectives Achieved in 2010:** See Section E under Other Accomplishments.

D. Department Budget Status – Unaudited

Approved 2010 Budget	\$1,670,472.00	Actual 2010 Budget	\$1,312,016.00
2010 Levy appropriation	\$1,645,472.00	2009 Levy appropriation	\$1,494,191.00
2010 budgeted revenue	\$25,000.00	2010 Actual Revenue	\$20,845.00
		2009 Actual Revenue	\$29,175.37

Grants received for 2010: -0-

E. Other Accomplishments:

- Two windows & two doors were replaced at the Museum Building.
- A tree was planted along Michigan Ave at the Museum.
- A fire alarm system was installed at the Historical Archives building.
- We planted 6 trees along the alley by the Employee parking lot.
- We got the contractor (Miron Construction) to repair the Highway shop roof louvers under warranty
- Replaced door on the exterior of the Penthouse-GC
- Sealed or painted the floors of all the equipment rooms
- We had Miron Construction grout the heating circulation pump bases under warranty at the Justice Center and the Government Center.

Other note worthy items were:

- Replaced the sidewalk at the 4th Ave. Government Center entry
- Painting door frames
- Replaced the main counter top in H.R.
- Replacing Counter and faucets in 3rd floor ladies room
- Installed new room name & number signs
- Repaired and stained siding at EMS building
- Had contractor (ALC) replace 28 heating control valves that were not according to specifications
- Dispose of 4,000 lbs old records from former Highway Shop
- Replacing the LP tank at the Brussels tower site

Work at the Justice Center included:

- Restriping parking lots
- Install O-zone generator for the laundry
- Switch to Hawkins Chemical for water treatment saving over \$800 per month
- Installation of 4 x 8 insulated damper in generator room
- Build and install lifting devises for handling equipment during emergency repairs thus to prevent the Jail from closing if HVAC would fail
- Purchase spare HVAC motors
- Replace the tube bundle in the hot water boiler under warranty (AO Smith)
- Replanting trees
- Extensive flushing and testing of the water supply
- 5 year sprinkler system inspection

F. Issues, concerns and Restraints: To be able to maintain the current level of operation while undertaking additional responsibilities with serious budget restraint.

G. Goals and Objectives for 2011:

- To maintain or improve the current level of services and facilities that the department is responsible for.
- To look at all aspects of the operation of the department in order to maintain a reasonable budget while the cost of goods and services rise.
- Actively support and pursue “Americas’ 25 by 25”. The goal to get 25% of our energy from renewable resources like wind, solar and biofuels by the year 2025.

Respectively submitted
Ted McCartney

2010 ANNUAL REPORT

DOOR COUNTY CHILD SUPPORT ENFORCEMENT DEPARTMENT

A. Summary of Responsibilities:

Primary functions

- a. Intake: the process of receiving, reviewing and assessing new child support referrals or applications.
- b. Locate: the process of searching for and verifying information on the whereabouts, employment status, income or assets of a parent or alleged father.
- c. Interstate: process of assisting another state, upon their request and sending requests from this state to other states.
- d. Establishment:
 - 1) Child Support Establishment: the process of obtaining a legally enforceable court order for child and medical support
 - 2) Paternity Establishment: the process of legally determining the identity of a non-marital child's father.
- e. Enforcement: the process of using administrative, civil or criminal actions necessary to ensure that parents comply with the provisions of their court-ordered obligations.
- f. Collection processing: process of receipting and disbursing money paid for child support and other related debts

B. Goals / Objectives Achieved in 2010: *The Child Support Agency worked very hard to maintain their performance levels in the face of revenue reductions and the economic downturn. Current support and arrears collections increased when compared to 2009. Both measures are approaching the 80 percent level—the goal set by the State of Wisconsin.*

C. Knowledge Sharing 2010: *Not applicable.*

D. Department Budget Status

Approved 2010 Budget	\$783,582	Actual 2010 Budget	\$585,812
2010 Levy appropriation	\$3,780	2009 Levy appropriation	\$47,708
2010 budgeted revenue	\$779,802	2010 Actual Revenue	\$452,565
		2009 Actual Revenue	\$681,817

Grants received for 2010: *N/A*

E. Other Accomplishments: *N/A*

F. Issues, concerns and Restraints: *The Child Support Program continues to suffer from federal funding cuts in the Deficit Reduction Act of 2005. Efforts continue to restore the funding and there is a bill pending before Congress to permanently restore the funds. However, it would appear at this time that chances are slim that the funding will be restored. At the state level, general purpose revenue (GPR) that is intended to replace part of the federal funding cut is in place should the permanent restoration not occur. However, under the proposed biennial budget the child support program GPR would be cut by one half. Further, the federal budget as currently proposed would eliminate the authority for the collection/recovery of birth expenses paid by Medicaid. The counties in Wisconsin currently keep 15% of all money recovered to help fund the child support program. This money is matchable and would further reduce the Agency's revenue by approximately \$24,000 per year. Finally, the Office of Child Support Enforcement has changed the way Wisconsin counties measure their non—IV-D activities. Without going into technical detail, Door County has lost approximately \$16,000 in matching funds for 2010.*

G. Goals and Objectives for 2011: *The Child Support Agency looks to achieve the 80 percent level on both current support collections and arrears collections despite declining economic conditions and continued loss of funding.*

2010 ANNUAL REPORT

DOOR COUNTY CIRCUIT COURT/CLERK OF COURT



Mission Statement:

The mission of Wisconsin's court system is to protect individual's rights, privileges and liberties, to maintain the rule of law, and to provide a forum for the resolution of disputes that is fair, accessible, independent and effective. [WI Supreme Court Strategic Plan, 1994] It is the responsibility of the Circuit Court system to fulfill this constitutional mission in Door County.

Summary of Responsibilities:

CIRCUIT COURT

The Circuit Court for Door County since August 1, 1978 is part of the 8th Judicial District for the State of Wisconsin, which comprises Door, Kewaunee, Brown, Marinette, Oconto, Waupaca and Outagamie Counties.

The Circuit Court for Door County is the court of original jurisdiction for all cases filed in Door County. Door County does not have any municipal courts and county paid court commissioners are rarely utilized. Door County is somewhat unique in that all cases are heard by the Circuit Court Judges. The sole exception would be temporary hearings in family cases, which are heard by the Family Court Commissioner.

The Circuit Court, handles all stages of criminal proceedings; juvenile CHIPS, delinquency, termination of parental rights and ordinance cases; family matters, including divorce and paternity; all civil matters including personal injury, land disputes, contracts, foreclosures, money judgments and small claims; traffic and forfeiture cases; probate, guardianship, and mental, drug, and alcohol commitment proceedings; and court

review of local and state administrative proceedings including zoning, taxes, condemnation, DNR permits, and worker's and unemployment compensation reviews.

The Circuit Judge has the power to appoint Court Commissioners, a Court Reporter, a Register in Probate and six Commissioners in connection with proceedings in eminent domain and in the condemnation of land.

Door County has two Circuit Court Judges. Judge Peter C. Diltz has been the Branch II judge since 1994 and is the presiding judge for Door County. Judge D. Todd Ehlers has been the Branch I Judge since 2000.

CLERK OF CIRCUIT COURT OFFICE

The office of the Clerk of Circuit Court, also known as the Clerk of Court, is a constitutional office. The electorate of Door County elects the Clerk.

The duties of the Clerks office are varied. It is the responsibility of the Clerk of Court to keep records of all civil, small claims, family, traffic and criminal actions filed in Door County Circuit Court.

In a civil action the clerk's office records all documents filed in regard to the action as it progresses and upon the completion of the action the final disposition of the case.

In a criminal case the clerk's office records all information and correspondence received for each case, including the charge filed, the statute alleged to be violated and the circumstances surrounding the charges. Once the case has concluded, the clerk's office is responsible for processing the final judgment and providing copies to all agencies involved in the disposition.

In divorce and paternity actions this office is responsible for maintaining all information and correspondence received on each case and provide copies to all necessary agencies when required.

The respective clerk keeps minutes, which include all proceedings in open court showing all motions and orders made in the progress of each hearing. Also the clerk records the names of any witnesses sworn in, the names of the bailiff and juror's selected if it is a jury trial, and the verdict of the jury when returned. The clerk must keep all exhibits entrusted in the court actions and only upon order of the Court may exhibits be released at the conclusion of an action or trial.

Prospective juror lists are maintained in the Clerk of Courts office. Jurors are regularly summoned by letter for each prospective jury trial in which they are to serve.

Mechanics, Condo & Construction Liens, Judgments and Wisconsin Delinquent Income Tax Warrants are filed in this office. The Clerk also issues Executions and Writs of Assistance, and issues and signs subpoenas. The Clerk of Courts office processes passports for travel in foreign countries.

The Clerk of Court keeps traffic and forfeiture records, and collects all fines and costs associated with them. At the end of each month these monies are turned over to the County and City Treasurers along with a Suit Tax Report (ST-83) to the State Department of Administration, State Treasurer and County Treasurer.

REGISTER IN PROBATE OFFICE

Pursuant to Wis. Stats. 851.71(1), the judges of each county shall appoint a register in probate. Appointments may be made only with the approval of the chief judge. Registers in probate are statutorily responsible for various record-keeping functions of the court, and are the custodians of the courts' records, a significant role in Wisconsin's judicial system.

The register is responsible to accurately maintain records governed by Wis. Stats. Ch. 851, 54, 55 and Wisconsin Supreme Court Rule of all probate, guardianship, mental commitments and wills. The register works with local and state agencies, businesses and the general public who rely upon the office of the register in probate to assist in the resolution of different issues and problems. Registers in probate provide an administrative link between the judiciary, the county board and the public. Registers also work closely with other court staff to ensure that the courts run smoothly and efficiently.

The administrative duties of the register in probate involve a variant of tasks, including but not limited to, budgeting and administering county and court resources.

Program Summary:

- VIP – Victim Impact panel – Victims of drunken driving tragedies share their stories of pain and loss with drunken driving offenders who appear to be in need of understanding the results of impaired driving.
- Facility & Security – This committee shall under SCR 79.39 coordinate the adoption of general court security and facilities policies. Day-to-day security decision and case-specific security measures shall remain within the discretion of the presiding judge.
- Passports – Provide the general public with a service for traveling out of the country along with providing financial benefits to the general fund.
- Alternatives to Violence Program - The Court routinely orders as a condition of probation that domestic abuse offenders comply with an Alternatives to Violence (ATV) assessment and participate in the program if determined eligible. It is a 26 week program coordinated by HELP of Door County to address violence, anger and healthy relationship issues. There are separate groups for men and women. Defendants can participate either in HELP’s program or similar programs of other private agencies. An ATV assessment and compliance may also be ordered for individuals convicted of battery, disorderly conduct involving violence or any other crimes involving physical abuse.

Goals / Objectives Achieved in 2010:

- Scanning – All criminal and family files which will save time for judges and staff to access files and will reduce the need for long term storage. All probate files are being scanned at this time. Probate files back to 2008 have been scanned, and the Register’s office plans to continue scanning of older files as time allows back to where the probate files were microfilmed. This will allow access for the court staff and genealogy searchers.
- Staffing – Due to the lay-offs in the Clerk of Courts it was a struggle to keep up with the work load. Every member of the office had to take on extra work and responsibility. Filings have been on the increase.
- Juries – We have been cutting back on the number of jurors called for each trial for a cost saving measure. This has been a difficult process and at time we are calling people to request they come in on a date they were not originally scheduled for. This is not always met with joy and cooperation on the prospective juror’s parts. It has been a struggle.
- CCAP installed all new hardware this year throughout the court system. All users were given the new large flat screen monitors, a new computer and keyboard. The installation went smoothly and we have had very little computer problems this year.
- IS Department installed the “pdf feature” to our copier and we can now share documents with departments in the Government Center much easier.

Department Budget Status

Approved 2010 Budget	\$840,760	Actual 2009 Budget	\$832,372
2010 Levy appropriation	\$239,292	2009 Levy appropriation	\$212,680
2010 budgeted revenue	\$601,468	2010Actual Revenue	\$619,692
		2009 Actual Revenue	\$610,749

Other Accomplishments:

- Video Conferencing – Now conducting more hearings with inmates of correctional and mental health facilities which in turn save time and transport costs. System updated to be compatible with all of the correctional facilities. Door County and Trempealeau County were selected to be the pilot counties to test video conferencing of court translators. The test went very well and we expect this to be the wave of the future.

Issues, concerns and Restraints:

- •The 2012 Budget is a significant concern as we expect state funding to be reduced by 10%. This is particularly challenging with 0% increase in the tax levy but union wages going up over 3%.

Goals and Objectives for 2011:

- Continue monthly meetings with Judges and other court related personnel to continue problem resolution as they arise. We are devoting a major portion of these meetings on time and cost saving brainstorming.
- Judge Ehlers intends to continue his annual meetings with Door County High School students specifically addressing issues of underage drinking and driving under the influence. It provides an opportunity to familiarize the County's youth with the courts, answer their questions and act as a reminder about the dangers of risky behavior.
- As of April 1, 2011, the Family Court Commissioner's office will be adjacent to the Clerk of Court. The Commissioner will work to enhance services and increase efficiency for users of the court system and other agencies such as the Door County Child Support Agency located in the same building.

A look to the 2012 Budget

- Juries: We propose to begin by calling fewer jurors per case.
- Attorney fees/Court Appointments: We are looking for ways to lessen the costs, such as limiting out of town attorney appointments wherever possible. We will continue to monitor payments when defendants make court appearances.
- Guardian ad Litem: Possible savings by contracting with GAL's.
- Interpreter Services: Checking into interpreter services by video conference. A pilot test was done with Door County and the Supreme Court in Madison. We are checking to see how that project is going since the pilot testing. We would need a hardware upgrade to make use of the service.
- Personnel: Having already lost a court staff position a couple of years ago, with the amount of personnel we have now we are at minimum staffing level. The clerk of courts office has several long term employees and the vacation coverage has become difficult.

With the retirement of Judy Schneider on March 1, 2011, the full time Register in Probate position has been combined with the part time Family Court Commissioner who is in court regularly. The Register's office has had an LTE for approximately three years, which will continue. However, appropriate staffing levels will be evaluated in 2011 in light of these changes.

- Professional Services: Possible savings by contracting with Doctors
- Law Library: We are reviewing the costs of updates and will consider discontinuing one of the updates.
- Transports: Will continue to encourage the co-ordination of transports and the use of video conferencing.

We welcome your comments.

2010 ANNUAL REPORT

DOOR COUNTY DEPARTMENT OF COMMUNITY PROGRAMS

A. Mission Statement:

It shall be the purpose and mission of the Door County Department of Community Programs to provide a comprehensive array of statutorily defined services to individuals and their families in our community experiencing challenges in the areas of:

- *Alcohol and Other Drug Abuse.**
- **Developmental Disabilities**
- Mental Health/Emotional Wellness and**
- *Severe and Persistent Mental Illness**

Through ongoing commitment to staff and agency development, it shall be the Department of Community Program's privilege to provide first quality services and consultation to the community in these identified areas.

B. Summary of Responsibilities:

Alcohol and Other Drug Abuse:

The AODA Program is responsible for providing a full spectrum of services, including community collaboration, prevention services, assessment, outpatient treatment, residential treatment, hospital consultation and detoxification services. We are also responsible for completing all OWI assessments and overseeing that all individuals are following their Driver's Safety Plans.

Community Support Program:

The responsibilities of the Community Support Program are defined statutorily in Wisconsin State Code HSS.63 to assist individuals with Severe and Persistent Mental Illnesses to attain a self-defined goal of independence and community integration.

Developmental Disabilities:

The Community Program's Developmental Disabilities Office is governed under Chapter 51 of Wisc. Stats defining the scope of responsibilities to people with developmental disabilities attributable to brain injury, cerebral palsy, epilepsy, autism, mental retardation and other neurological conditions related to mental retardation. Responsibilities include the provision of 16 different services (examples include: information/referral, counseling, education, recreational opportunities, training, sheltered work/supported work, personal care, transportation, etc)

Mental Health:

The mental health program is responsible to provide a broad range of services including prevention, community collaboration, psychological and psychiatric evaluations and care, inpatient, residential and outpatient treatment. We also provide 24 hour crisis responses services. The mental health team also provides training for staff and community members to improve the care provided for those individuals affected by mental health issues

C. Program Summary:

Alcohol and Other Drug Abuse:

We provided direct counseling to 265 individuals (43 more than 2009) and their families when appropriate, and we contract for those services when medical or residential services were required. We also completed 228 OWI assessments and monitored the progress of these individuals on their Driver's Safety Plans. We implemented a screening process to address waitlist issues and provided 98 screenings. We provided pre-treatment skills group to 123 clients to help engage those waiting for formal assessment treatment services.

Community Support:

CSP currently has 53 consumers enrolled in the program. Services included hospital diversion, medication management, access to Patient Assistance Programs; assisting clients achieve Medicare Part D, monitoring adult family home utilization, group work, maintaining community partnerships, monitoring inpatient psychiatric hospital stays, monitoring civil commitments and community education regarding the stigma of mental illness.

Developmental Disabilities:

- **BIRTH TO THREE EARLY INTERVENTION PROGRAM**
Service delivery includes: Special Instruction/Teacher services, Speech and Language Therapy, Occupational Therapy, Physical Therapy, Service Coordination and other ancillary support services as governed under HSS 90.
- **FAMILY SUPPORT PROGRAM/CHILDREN'S SERVICES**
Service includes: Information/referral, coordination of the use of community resources and other case management services, limited funding to assist families, networking families with other supports.
- **PERSONAL CARE PROGRAM**
Service includes: Access to in-home personal care supports to assist individuals with disabilities the necessary care, supervision and medical supports to live as independently as possible.
- **CHILDRENS LONG TERM SUPPORT WAIVERS/ADULT LONG TERM SUPPORT WAIVER SERVICES**
Service includes: Application, procuring, implementing, and monitoring waivers for children and adults found eligible for such services. An array of services are available under these federal/state/local match waivers, including intensive autism services, respite, adult family home services/supports, other 1:1 residential supports, day services, adaptive aids, etc., all based on available per diem funding limits.
- **ADULT VOCATIONAL, DAY AND RECREATION SERVICES**
Service includes: contracted day service and vocational services with a variety of vendors. This service also includes supported/community based employment and the use of job coaching as a long term support service.

• **OTHER RESPONSIBILITIES/SERVICES:**

Service includes: intake/assessments, contract and fiscal monitoring, supportive counseling, prevention activities, guardianship and protective placements, crisis intervention, institutional follow along services, outreach, supportive parenting, head injury services, assistive technology , and case management.

Mental Health:

- Outpatient counseling clinic for 435 different individual, couples and families experiencing mental health problems.
- Psychiatric services to 452 different clients
- Psychological testing was provided to 29 individuals plus evaluations provided to new Deputy hires.
- Inpatient psychiatric treatment monitoring and transition to outpatient services
Community consultation and education.

D. Goals / Objectives Achieved in 2010:

Alcohol and Other Drug Abuse:

- Began the integration of a Behavioral Health Team which is combining the Mental Health and AODA teams as well as the processes used with our clients.
- Ongoing services to individuals seeking services.
- Implemented a team approach to working with clients with multi-support meeting teams.
- Continued support for the Development of a community wide prevention coalition.
- Continued to provide the same array of services while increasing the number of individuals served.
- Provided OWI Assessments with in-house staff member rather than thru contracted services.
- Completed two year program recertification with no identified issues to address

Community Support Program:

- Increased numbers CSP clients who participated in supported employment positions.
- Served a total of 60 clients through out the year providing over 11,000 contacts with these consumers.
- Continued to provide outreach and community experiences in combination with NAMI and JAK's Place with 8 joint functions in addition to weekly meals at JAK's.
- Continued the Problem Solving Group, Art, Men's and Women's group for consumers.

Developmental Disabilities:

- Conducted 5th Annual World Café which brought close to 90 community members together on March 15, 2010, where the focus this year was on **Safety** for people with disabilities.
- Provided over 76 individual community supported living providers with training, including adult family home providers.
- Refined contract monitoring strategies to promote increased fiscal and programmatic oversight and quality assurance monitoring.
- Provided ongoing case management and/or support services for over 310 individuals with developmental disabilities in 2010.
- Began developing a single point of entry for Children's Services.

- Birth to Three ARRA Stimulus funds were accessed to afford B-3 children nutritional support services and increased planning around social/emotional development.
- Continued planning around Family Care with a target date of September, 2012.

Mental Health:

- Began the integration of a Behavioral Health Team which is combining the Mental Health and AODA teams as well as the processes used with our clients.
- Increase outpatient collections revenue.
- Improved collaboration with Door County physicians and nursing homes for psychiatric care.
- Continued outpatient mental health clinic services to Washington Island

E. Knowledge Sharing 2009:

Alcohol and Other Drug Abuse:

- We have provided educational services to various groups though out the county through our contacts at schools, peer leader trainings, prevention meetings, hospital consultations, and interagency functions.

Community Support Program:

- Continued the collaboration with the Door County Chapter of the National Alliance for the Mentally Ill and JAK's Place Boards.
- Continued to provide social and educational groups at JAK's place to expand services into the community.

Developmental Disabilities:

- Provided eleven educational training programs for supportive living/adult family home providers.
- Provided seven community agency trainings on developmental disability issues.

Mental Health:

- Facilitation of the Door County Mental Health Counselors Consortium.
- Facilitated workshop with Dr. Ron Diamond
- In-service training to Southern Door and Washington Island Faculty regarding suicide risk assessment.
- Hired a Case Manager to address more complicated cases to try and decrease inpatient hospitalizations while increasing revenue.

F. Department Budget Status:

Approved 2010 Budget Expenditures	\$8,031,898.00	Actual 2010 Expenditures	\$8,229,245.35
2010 Budgeted Revenue	\$6,220,286.00	Actual 2010 Revenue	\$6,818,757.39
2010 Budgeted Levy Appropriations	\$1,811,612.00	2010 Actual Levy used	\$1,480,488.96
2009 Budgeted Levy Appropriations	\$1,773,725.00	2009 Actual Levy used	\$1,106,885.00

Grants received for 2010:

- Alcohol and Other Drug Abuse: Block Grant: \$66,347.00
- Mental Health Block Grant: \$7,665.00

G. Other Accomplishments:

- 24 hour/7day week crisis intervention coverage involving all disability areas provided response to 295 crisis calls totaling 490 hours.
- Increased collections by almost \$300,000.00 from last year.

H. Issues, Concerns and Restraints:

Alcohol and Other Drug:

- Ongoing waiting list
- Potential change in funding source for block grant
- Unable to find contracted AODA counselor

Community Support Program:

- Risk of high cost institutional placements.
- There is still a need for development of options for hospital diversion.
- Develop ways to assist/support the consumer resource center – JAK's Place.

Developmental Disabilities:

- There are a number of high need, court ordered consumers who will require long term placement services in the near future. These unbudgeted situations continue to loom within the Developmental Disabilities Program and the fiscal impact for 2010-2011.
- The loss of the base respite care county levy funding has had tremendous impact on the program and families.
- A future and evolution of Family Care in Door County.
- Budget cut on Developmental Disabilities Adult Services case management position affecting at least 50 individuals and deluding services to others.

Mental Health:

- Disaster Planning sufficient to meet the needs of Door County Emergency Services.
- Mental Health Treatment needs for children and families continue to be an issue.
- As the county population ages we are involved in more services for the elderly with very limited resources or options for that care.

I. Goals and Objectives for 2011:

Behavioral Health Team: Will replace the two previously separated Alcohol and Other Drug Abuse unit and Mental Health unit.

- Stream line the screening and intake process for the entire department.
- Decrease the number of AODA clients waiting for services.
- Increase billability in the areas of case management and therapy.
- Increase sophistication of working with co-occurring clients (MH/AODA)
- More consistent follow through with individuals who have been hospitalized.
- Continue to explore options to provide services to Washington Island residents.

Community Support Program:

- Development of a community-based placement to provide short term crisis stabilization as an alternative for inpatient psychiatric hospitalization.
- Continue to conduct a quarterly Quality Assurance Reviews on all mandatory CSP reports to assist staff in meeting all the HSS.63 requirements for State Survey.
- Increase the number of CSP consumers involved with Division of Vocational Rehabilitation seeking part time supportive employment options in the community.
- CSP staff will attempt to gain participation among extended family members to participate in the NAMI Family-to-Family psycho educational program by assisting NAMI mailing information to spouses, siblings and extended family members to stress the importance of developing consumers' natural supports.
- Increase the level of active participation in CSP groups and continue to offer psycho educational groups at JAK's Place as a form of mental health outreach to individuals and family member's coping with mental health issues.

Developmental Disabilities:

- Ongoing evaluation of the existing system, assuring maximization of all potential state and federal waiver eligibility of all consumers {Personal Care Worker Program, CIP 1B, COP, CLTS waivers, etc.}and how that fits with Family Care.
- Continue using individualized client budgets for increased monitoring of spending.
- Continue to provide a comprehensive provider training so that all providers will have adequate educational opportunities.
- Increase efforts toward additional adult family home recruitment with the potential for an emergency triage/respite care bed to be used by the Department as a hospital diversion.
- Procure additional grant funds for respite care for families of children with special needs.
- Increase revenues and services for through emotionally disturbed children through improved, Targeted Case Management practices.
- Continue community awareness education experiences like World Café IV, Take 5/Give Mom a Break Campaigns.
- Creation of a quality assurance mechanism to monitor contracts and measurement of adherence to philosophical underpinnings of the Department (i.e. choice, self determination, least restrictive setting, etc.)
- B-3 consortium work to enhance services in social-emotional development in early intervention.

2010 ANNUAL REPORT

DOOR COUNTY CORPORATION COUNSEL DEPARTMENT

A. MISSION STATEMENT:

Our mission is to provide legal services, based on the highest professional and ethical standards, that facilitate and support Door County's goals.

B. SUMMARY OF RESPONSIBILITIES:

The Door County Corporation Counsel Department attends to all civil legal matters relating to Door County. This includes:

- Prosecute and defend all civil actions or proceedings.
- Interpret the powers and duties of boards, commissions, committees, departments, employees, and officers of the County.
- Serve as legal adviser to boards, commissions, committees, departments, employees, and officers of the County.
- Guardianships and protective placements.
 - ❖ Chapters 54 and 55 Wisconsin Statutes.
- Civil (mental and alcohol) commitments.
 - ❖ Chapter 51 Wisconsin Statutes.
- Land use, zoning and environmental issues.
- Code drafting, interpretation, and enforcement.
- Employment / Labor Relations.
 - ❖ This encompasses compliance with state and federal employment laws, regulations and rules; legal aspects of hiring, discipline and termination; legal aspects of negotiation, mediation and interest arbitration; legal aspects of grievances, up to and including arbitration; and representing the County in proceedings before the court, administrative bodies and various agencies.
- Contract negotiation, drafting, review, interpretation, and/or enforcement.
- Foreclosure of tax liens (by action In Rem or In Personam) and sale of tax delinquent real estate.
 - ❖ Chapter 75 Wisconsin Statutes.
- Ethics and conflicts of interest.
 - ❖ Render (verbal and written) opinions regarding ethics and conflict of interest issues.
 - ❖ Sections 19.21 – 19.39 Wisconsin Statutes.
- Public records.
 - ❖ Sections 19.41 – 19.59 Wisconsin Statutes.
- Open meetings.
 - ❖ Sections 19.81 – 19.98 Wisconsin Statutes.
- Real property acquisition / disposal.
 - ❖ Handle legal aspects of the purchase and sale of real estate by the County.
- Public works projects.
 - ❖ Involved in the legal aspects of (e.g., land use and zoning, financing, risk management, drafting of documents, design, bidding, construction, oversight, and dispute resolution issues) public works projects.
- Director of Family Court Counseling Services.
 - ❖ Corporation Counsel is the Director of Family Court Counseling Services, with the attendant responsibilities and authority as set forth in Section 767.11 Wisconsin Statutes.

- Child Support Agency.
 - ❖ Assists the Child Support Agency on an as needed basis. The Child Support Agency Director, on an as needed basis, serves as Assistant Corporation Counsel and aids Corporation Counsel. The Departments are separate and distinct entities.
- Claims against county / officials / employees.
 - ❖ The County's liability insurance is through the Wisconsin County Mutual Insurance Corporation (WCMIC). The scope of liability protection provided by WCMIC is broad. Corporation Counsel oversees and assists outside counsel assigned by WCMIC to defend covered claims.
 - ❖ Defend all claims not covered by County's liability insurance.
- Miscellaneous issues.
 - ❖ Communications, election, information security and confidentiality, intellectual property, parliamentary, referenda, and whatever other legal issues, which may arise from, time to time.

As a general rule, we handle everything in-house. We make very judicious use of outside counsel, and are somewhat unique in this respect.

C. PROGRAM SUMMARY:

Not applicable. As in-house counsel, we are an internal service department. To a certain degree we 'live vicariously', through the other departments.

D. GOALS / OBJECTIVES ACHIEVED:

The straightforward answer? Maintain the current state of affairs. As with anything else in life, work as in-house counsel is about balance; balancing competing priorities, other's expectations, and our own.

E. KNOWLEDGE SHARING:

Provide legal advice to elective and appointive officials, and employees of Door County. Participate in public forums, to educate the public at large as to various issues.

F. DEPARTMENT BUDGET STATUS:

Approved 2010 Budget	\$328,572	Actual 2010 Budget	\$325,321	Percent Used	98%
Approved 2010 Counseling Services	\$3,825	Actual 2010 Counseling Services	\$10,250	Percent Used	268%
Bid Publication	\$63	Bid Publication	\$62.50	Used	99%
Approve 2010 Law Library	\$13,997	Actual 2010 Law Library	\$14,242.32	Percent Used	102%
Approved 2010 Revenue	\$8,259	Actual 2010 Revenue	\$7,800	Percent Collected	94%

G. OTHER ACCOMPLISHMENTS:

Having an influence within Door County, which involves working together with elective and appointive officials, and employees to tackle problem--not necessarily the big hairy audacious ones but rather the many ordinary things done right each day that in the end make the biggest difference.

H. ISSUES, CONCERNS AND RESTRAINTS:

To use a scientific analogy, it is recognizing (and bringing to light) the existence of the "Mandelbrot Set"... that there is order in chaos when there is adherence to basic principles and laws.

I. GOALS AND OBJECTIVES:

Having a positive impact. Realizing we are here to counsel and assist Door County's elective and appointive officials, and employees to accomplish their goals.

2010 CASES

TABLE 1:

Opened	429
Closed	324
Pending	105

TABLE 2:

AREAS OF LAW

Administrative Review	0
Claim	21
Collection	54
Commitments	40
Contract	41
General	70
Guardianships	21
Labor	32
Mediations	43
Open Records	9
Violations	96
Property	1
Support	1
TOTAL	429

TABLE 3:

DEPARTMENTS

Airport	3
Child Support	1
Circuit Court/Family Services	43
Clerk of Courts	12
Community Programs	60
Corporation Counsel	6
County Administrator	9
County Board	4
County Clerk	2
District Attorney	0
Emergency Services	21
Finance	5
Highway	18
Human Resources	14
Information Systems	8
Library	0
Maintenance	14
Museum	0
Parks	13
Planning	39
Public Health	0
Real Property Listing	1
Register of Deeds	3
Sanitarian	63
Sheriff	38
Social Services	18
Soil & Water	15
Treasurer	16
Extension	3
Veterans	0
TOTAL	429

* Tables do not reflect ongoing cases from previous years.

HISTORY

On December 7, 1976, the Executive & Personnel Committee engaged in discussion concerning the position of Corporation Counsel. The Executive & Personnel Committee recommended that the duties and powers of Corporation Counsel be conferred upon the District Attorney. County Board accepted this recommendation by adoption of Resolution No. 38-76.

Over time, the workload of the Door County District Attorney's Department steadily increased. Effective January 1, 1979, by adoption of Resolution No. 72-78, County Board relieved the District Attorney of the duties and powers of Corporation Counsel, established the Office of Corporation Counsel, and employed a part-time Corporation Counsel.

There was an upsurge in the caseload of Corporation Counsel, particularly with respect to code enforcement matters (i.e., zoning ordinance violations). Consequently, it was deemed necessary to employ a part-time Assistant Corporation Counsel. By adoption of Resolution No. 22-85, the Board of Supervisors authorized the appointment of an Assistant Corporation Counsel to aid the Corporation Counsel in the performance of the duties of Corporation Counsel.

On October 27, 1987, by enactment of Ordinance No. 67-87, the County Board established a full time Corporation Counsel position. County employed its first full time Corporation Counsel and one full-time support staff person, in 1988.

In 1994, County employed a full-time Assistant Corporation Counsel, and an additional full-time support staff person. The Assistant Corporation Counsel time was divided equally between Office of Corporation Counsel and the Child Support Agency.

On May 31, 1999, the Assistant Corporation Counsel resigned. On June 3, 1999, one full-time support staff person transferred from the Office of Corporation Counsel to the Office of County Administrator. Neither position was re-filled.

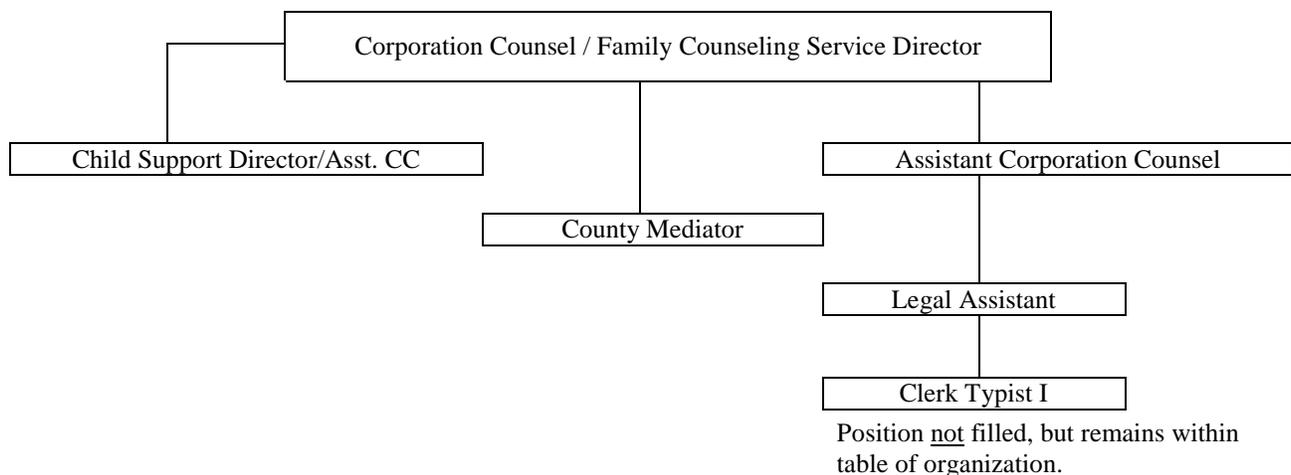
On October 11, 1999, County employed a Child Support Agency Director / Assistant Corporation Counsel. This person is the administrator of, and attorney for, the Child Support Agency.

On September 30, 2002, by adoption of Resolution 95-02, County Board reauthorized the employment of an Assistant Corporation Counsel and Clerk Typist I. The Assistant Corporation Counsel aids the Corporation Counsel and Child Support Agency Director / Assistant Corporation Counsel in the performance of their duties.

In 2005, a decision was made to layoff the Clerk Typist I. This position remains unfilled.

There have been no organizational changes since 2005.

ORGANIZATIONAL CHART (2010)



2010 Staff:

Grant P. Thomas, Corporation Counsel/Family Counseling Service Director
Rodney Dequaine, Child Support Director/Assistant Corporation Counsel
David P. Hemery, Assistant Corporation Counsel
Marie A. Larson, Legal Assistant

2010 Annual Report Door County Clerk's Office

Mission Statement:

It is the objective of the County Clerk and her staff to go beyond the statutes in order to provide efficient, courteous service, in the most cost-effective manner possible, to county residents, the county board, municipalities and other units of government.

Summary of Responsibilities:

The Door County Clerk's office is a State Constitutional office, with the Clerk being elected by the people of Door County. The Clerk has both statutory and non-statutory responsibilities.

The County Clerk's Office issues marriage licenses, timber cutting permits, temporary car license plates, county boat launch permits for the Parks Department and distributes the State dog licenses to local Municipal Treasurers. The office compiles and distributes the Official County Directory for Door County, publishes the Property Valuation Statistical Report and the Proceedings of the Door County Board of Supervisors.

The County Clerk is the official clerk to the Door County Board of Supervisors; responsible for keeping the minutes, records and contracts for the Board and for publishing the minutes and ordinances in the newspaper. All County Board minutes, original resolutions and ordinances are on file in the Clerk's Office.

The office is the information system for the county and the public. The office handles the switchboard operations, directs the public to proper offices, answers numerous questions from the public, reserves meeting rooms for various committees and organizations, coordinates Youth Government Day, maintains the Fleet Vehicle reservations and manages the Mail Department.

The Door County Clerk is the chief election official for Door County; the office conducts all federal, state, county, local and school elections, in coordination with the municipalities and school districts, to insure that the State Statutes governing elections are carried through. The County Clerk's Office is responsible for programming elections, publishing legal notices, preparing ballots, tabulating results and ensuring the accuracy of all County-wide elections. This office utilizes the Statewide Voter Registration System (SVRS), a voter database system which enables the State of Wisconsin to comply with the Help America Vote Act, and provides SVRS service to 18 Door County municipalities.

Goals & Objectives Achieved in 2010:

Training

- ✓ Attendance at the Wisconsin County Clerk's Association Conferences
- ✓ Organized and held training for Municipal Clerks and Certified Municipal Chief Election Inspectors to assist in meeting State mandated training requirements
- ✓ Discussion and coordination of voting machine replacement scheduled for 2011
- ✓ Cost savings realized by shared room expenses for conferences with Forest County

SVRS

- ✓ Continued updating as required by the State
- ✓ 2010 Elections - February Primary, April Spring Election, Fall Primary and Fall General Election

Department Budget Status

Approved 2010 Budget	\$238,611	Actual 2010 Budget	\$200,733
2010 Levy appropriation	\$219,922	2009 Levy appropriation	\$226,551
2010 budgeted revenue	\$18,689	2010 Actual Revenue	\$16,180
		2009 Actual Revenue	\$20,632

Other Accomplishments

- ✓ Fielded and directed 9,000+ incoming phone calls
- ✓ Fielded and directed 500+ faxes
- ✓ Issued 189 marriage licenses
- ✓ Issued 208 temporary license plates

Issues, Concerns, Restraints

No issues, concerns or restraints out of the ordinary occurred in 2010.

Goals and Objectives for 2011:

- ✓ Additional training, as offered by the State, for SVRS
- ✓ Coordination of voting machine replacement (possible need to push back to 2012)
- ✓ Address staffing issues
- ✓ Continue to strive to carryout statutorily required duties
- ✓ Training of Municipal Clerks
- ✓ Coordinate with Municipal Clerks for training of Poll Workers and Certified Chief Election Inspectors
- ✓ Continue to serve the public in the most efficient and courteous manner



2010 Annual Report
Door County District Attorney's Office

Office Personnel:

District Attorney: Raymond L. Pelrine
Assistant District Attorney – Joan M. Korb
Sally Baudhuin – Administrative Secretary IV (Office Manager)
Cathie Schroeder – Victim/Witness Coordinator
Lisa Mraz – Admin. II (Part-time)
Sally Hall – Admin. II
Lisa Giraud – Clerk Typist II

Summary of Responsibilities:

- Prosecute adult criminal cases occurring within Door County, including misdemeanors and felonies.
- Prosecute juvenile delinquency cases occurring within Door County or where juvenile resides in Door County, including misdemeanors and felonies.
- Prosecute child in need of protection and services (CHIPS) cases occurring within Door County or where juvenile resides in Door County, including cases of child neglect, child abuse, etc.
- Prosecute juvenile in need of protection and services (JIPS) cases occurring within Door County or where juvenile resides in Door County, including habitual truancy, uncontrollability, criminal law violations by child under age 10.
- Prosecute voluntary and involuntary termination of parental rights (TPR) cases occurring within Door County or where juvenile resides in Door County; there is also statutory authority for private individuals to commence voluntary and involuntary TPRs.
- Prosecute state and county civil law violations occurring within Door County, including traffic and non-traffic forfeitures initiated by Wisconsin State Patrol, Door County Sheriff's Department, and Wisconsin Department of Natural Resources; violations of Sturgeon Bay city ordinances, traffic and non-traffic, are prosecuted by the Sturgeon Bay City Attorney.
- Prosecute Open Meeting and Open Record violations.
- Perform special prosecutions as requested by other counties.
- Perform special investigative proceedings such as coroner's inquests and John Doe hearings.
- Provide guidance and training to area law enforcement agencies.

Office Description:

- The position of District Attorney is a State Constitutional Office, per Article VI, Sec. 4 of the Wisconsin Constitution.
- Term of office: 4 years.
- Door County has a full-time District Attorney and one full-time Assistant District Attorney, a full-time Victim/Witness Coordinator, three full-time and one part-time legal support staff.
- The District Attorney and Assistant District Attorney are classified as state employees; with salaries and benefits paid by the State of Wisconsin. Support staff are paid by the County of Door..
- All prosecutors must be licensed to practice law in the State of Wisconsin; all prosecutors must perform 30 hours of continuing legal education every two years; credits typically earned during summer and winter DA conferences sponsored by Wisconsin Department of Justice; other seminars attended as determined necessary and/or beneficial to the position.
- Victim/Witness Coordinator attends a yearly continuing education conference.
- District Attorney support staff belong to the Criminal Law Agencies Support Staff Association (CLASS A) and attend its yearly conference on a staggered schedule. This conference unites the various staff members of District Attorney’s Offices in the State of Wisconsin to increase their general and legal knowledge and overall effectiveness through the exchange of ideas, problems and solutions.

Case Statistics

Adult Criminal case filings: (excludes criminal traffic)	<u>2009</u> Misdemeanors: 284 Felonies: 166	<u>2010</u> Misdemeanors: 236 Felonies: 152
Adult Criminal Traffic case filings: (including OWI 2 nd or Greater)	<u>2009</u> 221	<u>2010</u> 175
Adult Non-Criminal Citation case filings: (including non-criminal traffic and non-Traffic forfeitures)	<u>2009</u> 4789	<u>2010</u> 5219
Juvenile Case Filings:	<u>2009</u>	<u>2010</u>
Delinquency/JIPS	44	35
CHIPS	6	3
TPR’s	2	1

Witnesses Subpoenaed/Notified: (Officer and Non-Officer Witnesses)	<u>2009</u> 1,463	<u>2010</u> 1,007
---	-----------------------------	-----------------------------

Jury Trials:	<u>2009</u>	<u>2010</u>
Felony	4	1
Misdemeanor	2	5
Criminal Traffic	1	3
Non-Criminal Traffic	2	2

Collections

Worthless Check Restitution Collected &
Ordered by the Court:

<u>2009</u> Collected Prior to Court: \$22,704 Ordered by Court: \$2,049	<u>2010</u> Collected Prior to Court: \$29,881 Ordered by Court: \$4,394
---	---

Restitution Collected and Ordered: (Excluding Worthless Checks)	<u>2009</u> Collected: \$48,743 Ordered: \$333,614	<u>2010</u> Collected: \$83,053 Ordered: \$171,568
--	---	---

Total Restitution Collected & Ordered:	<u>2009</u> Collected: \$71,447 Ordered: \$335,663	<u>2010</u> Collected: \$112,934 Ordered: \$175,962
--	---	--

DA Surcharges Collected: (Newly Implemented in June – 06)	<u>2009</u> Worthless Checks: \$4,679 All other cases: \$10,699	<u>2010</u> Worthless Checks: \$5,638 All other cases: \$6,626
--	--	---

District Attorney Budget Status:

	<u>2009</u>	<u>2010</u>
Approved Budget (expenses):	\$319,122	\$336,277
Budgeted Revenues:	\$58,806	\$55,792
Levy Appropriation:	\$266,189	\$280,485
Actual Budget (expenses)	\$314,195	\$331,206
Actual Revenues	\$60,824	\$64,900
Revenues over expenditures	\$12,818	\$14,179

Thank you:

On behalf of the office I extend my gratitude to the Law Enforcement Committee and all of you, the Door County Board of Supervisors, for your continued commitment and assistance to my office. If you should have any questions, please feel free to contact me.

Sincerely,

Raymond L. Pelrine

Raymond L. Pelrine
District Attorney
Door County, Wisconsin

RLP/sb

2010 ANNUAL REPORT

DOOR COUNTY EMERGENCY SERVICES DEPARTMENT

- A. **Mission Statement:** It is the mission of the Emergency Services Department to assure preparedness and response to everyday emergencies and county crisis situations.
- B. **Summary of Responsibilities:** Emergency Services of Door County has two principle responsibilities.
1. Emergency Services of Door County is responsible to provide basic and advanced life support, emergency 911 ambulance response to all of the mainland of Door County as well as Washington Island from four locations. In addition, we bill, receive and receipt monies for that service.
 2. Emergency Management, as part of Emergency Services, is responsible for the mitigation, planning, response, and recovery to natural and man-made disasters. This is accomplished through exercises, training and education.
- C. **Program Summary:**
- 1) Ambulance
 - Manage four locations of ambulance response.
 - Manage the collections and receipting of revenues received for service.
 - Provide oversight to the county first responder groups.
 - 2) Emergency Management
 - EMPG (Emergency Management Performance Grant) program: considered to be 2/6 of the workload of the EM Director. The main emphasis is preparedness, planning and education.
 - EPCRA (Emergency Planning and Community Right to Know Act) program: considered to be 1/6 of the EM Director and is responsible to the identification of hazardous materials(HS) and extremely hazardous materials (EHS) in our community and the pre-planning for the accidental release of those materials.
 - Grant administration: Numerous grants administered through Wisconsin Emergency Management and the Dept. of Homeland Security.

D. Evaluation of Operations

When looking at the EMS department, it is important to start with some numbers. At the time of this document, the EMS ambulance division is staffed from four locations, licensing 85 medics (paramedics and EMT's). Additionally, the service provides oversight to eleven first responder groups consisting of about 175 Emergency Medical Responders (EMR's). The service is managed by a Director who is supported part time by an Administrative Assistant, two Accounts Receivable staff (1.6 FTE), a Crew Chief on Washington Island, and a lead EMT in Brussels.

The department's 2011 budget is \$2,339,605, of which \$1,892,042 (81%) is attributable to labor. Just 19% (\$447,563) is operational expense.

The service is projected to receipt approximately \$725,000 in 2011 from transports.

January 1, 2011 we completed our first full year of operations from four locations in the County. We now have EMT stations at the ends of our county (Washington Island and Brussels) and in-house ALS stations in Sister Bay and Sturgeon Bay.

During the year, we shored up our EMT numbers at both the EMT stations and trained several casual call paramedics to help us with the sick and vacation days and backup calls.

Our summer EMT program in Sister Bay continues to evolve and has been successful at times in keeping paramedic rigs available. We continue to evaluate the parameters of that schedule in an attempt to maximize the effectiveness of that additional crew.

The success of this program has come at a cost as our training budget is further stretched. As the Director, I struggle with the requirements and considerations of training against the tightening of budgets. We will continue to assess.

E. Department Budget Status

EMS

Approved 2010 Budget	\$2,222,880	Actual 2010 Budget	\$2,014,872
2010 budgeted levy appropriation	\$1,512,880	2010 actual levy appropriation	\$1,215,619
2010 budgeted revenue	\$710,000	2010 Actual Revenue	\$906,085(includes \$106,832 from vehicle replacement fund)
		2009 Actual Revenue	\$730,160

Grants received for 2010: Act 102 \$8,199

EM/EPCRA

Approved 2010 Budget	\$44,233	Actual 2010 Budget	\$42,521
2010 budgeted levy appropriation	\$755	2010 actual levy appropriation	\$755
2010 budgeted revenue	\$41,766	2010 Actual Revenue	\$41,766

Grants received for 2010: EMPG \$30,490
 EPCRA \$11,276
 Training \$3,603
 Computer Equipment \$0

F. Issues, concerns and restraints: As I mentioned in section D, the biggest concern I have are the ever increases and requirements of costs in training pinned against the ever decreases in available moneys. Fortunately, we continue to operate our budget outside the state imposed levy limits thus allowing us some flexibility in providing this valuable service.

G. Goals and Objectives for 2010:

- Improve efficiencies in spending
- Ongoing work on our operational plan
- Protocol upgrades
- Upgrades to field data programs

In conclusion, I would like to thank the Board of Supervisors for their continued support of a service recognized by most as vital to our citizens and visitors. Thank you.

2010 ANNUAL REPORT

DOOR COUNTY HIGHWAY DEPARTMENT

Prepared by: John P. Kolodziej, PE
Highway Commissioner
March 30, 2011

A. Mission Statement

The Highway Department is entrusted with the responsibility for developing, maintaining, and operating a safe and reliable transportation system in the County. It is the goal of the department to maintain the highest quality transportation system possible, with a major emphasis on safety and efficiency, and to reach this goal in a fiscally responsible manner.

The Department also serves as the responsible unit to ensure that the County is operating effective recycling management programs. The goal is to work with all local units of government to implement this program and provide a resource and distribute state grant funds for ongoing operation.

B. Summary of Responsibilities

The primary responsibility of the Highway Department is the ongoing maintenance, snow and ice control, design, and construction of the 592 lane mile system of County Trunk Highways. Working under contract to the State of Wisconsin Department of Transportation, services are provided to maintain 269 lane miles of State Trunk Highways and 3 lift bridges within the County. Working with local towns and villages the Department provides service to 1175 of the 1743 lane miles of local roads. This equates to 2036 lane miles of maintenance responsibility.

In order to maintain this transportation system, the Department operates 3 shop facilities (Sturgeon Bay, Sister Bay, Brussels), 6 mines that produce an average of 85,000 cubic yards of material per year, a hot mix production plant that produces an average of 50,000 tons per year, 51 full time employees, trucking equipment, grading and construction, bridge maintenance and inspection, and roadway marking and signing.

Another major component of the operation is the procurement and disbursement of diesel and gasoline fuels to County and other governmental units. The Department purchases fuel on an annual basis to lock in a price, and then disburses the fuel to 26 other departments or agencies, with over 400 vehicles. A total of 4 fueling facilities are operated and maintained, Sturgeon Bay (2), Sister Bay, and Brussels.

The Department also is responsible for the Solid Waste Operation. This includes performing the ongoing maintenance and regulatory testing of the closed Door County Landfill, and also the statutory requirements as the responsible unit for recycling programs. The department works with all local units of government to ensure that effective recycling programs are in place to receive state grants for recycling efforts. The grant funds are redistributed to local governments based upon their prorated collection volumes to the total amount collected.

C/D. Program Summary and Goals/Objectives Achieved in 2010

1. Hot Mix Asphalt and Seal Coating Operations

- Produced 56,033 tons of bituminous hot mix for paving projects on county, state and local roads.
- Purchased and placed an additional 11,053 tons of Hot Mix Asphalt from Private sector for local projects.
- Performed resurfacing on 12.27 miles of County Trunk Highways
- Performed resurfacing on 3.2 miles of CTH DK using Jurisdictional Transfer Funds
- Performed resurfacing on 15.217 miles of Local roadways
- Performed chip sealing on 11.87 miles of roads.
- Received approval and began implementation of upgrades to the Hot Mix Plant for a new counterflow drum, reclaimed asphalt pavement system, and computer upgrades. Upon completion of all the required upgrades and new equipment purchases, the total cost is estimated to be approximately \$930,000 dollars. These improvements will allow the Department to reduce the overall costs to produce Hot Mix Material. The payback for the all improvements is estimated to be less than 5 years.

2. Mining and Crushing Operations

- Produced 69,105 cubic yards of aggregates at the Ward and Johnson Mines. Completed the purchase of 60 acres at the Johnson Mine for a total cost of \$500,000.

3. Fuel Handling

- Procured and disbursed 249,699 gallons of diesel fuel at a cost of \$696,660 (\$2.79/gal.). The usage of diesel was 4,589 gallons less than in 2009.
- Procured and disbursed 130,244 gallons of gasoline at a cost of \$343,583 (\$2.638/gal.). The usage of gasoline was 2,354 gallons more than in 2009.

4. Construction and Maintenance

- Performed construction, snow and ice control, and routine maintenance for 1175 lane miles of local roads totaling \$2,829,212.
- Performed construction and routine maintenance work on 592 lane miles of county roads totaling \$4,088,333.
- Performed snow and ice control and routine maintenance on 269 lane miles of state highways totaling \$786,525.
- Construction work on County Highways included work on the following:
 1. 0.661 miles on CTH F
 2. 1.94 miles on CTH E
 3. 1.84 miles on CTH BB
 4. 1.52 miles on CTH T
 5. 3.485 miles on CTH TT
 6. 3.215 miles on CTH DK
 7. 2.805 miles on CTH J
 8. 3.5 miles chip seal projects

5. Equipment Maintenance Operations

- Maintained over 300 pieces of equipment with a total replacement value of over 16 million dollars. The Highway Department depends on quality equipment to make the transportation

operations of the Department run smoothly and efficiently. The net revenue generated by the equipment charges produces the funding for all equipment purchases, therefore there is no tax levy for equipment owned by the Highway Department.

- Acquired new equipment at cost of \$819,356.

6. Safety and Training

- Conducted 2 department wide safety training days. One for Winter Snow and Ice Control and one for Federal Mine Safety and Health Administration guidelines.
- Sent 12 personnel to additional safety and operations training.

7. Snow and Ice Control

- During the 2009/2010-winter season approximately 3093 tons of salt was applied to State Roads and 2575 tons was applied to County and Town roads.
- Snow and Ice control charges for 2010 on County Highways totaled \$465,698, Town/Village Roadways totaled \$304,681 and State Highways totaled \$292,010.

8. Solid Waste Operations

- Worked with State and Local officials to ensure compliance for effective recycling programs.
- Door County residents involved in community sponsored programs recycled the following quantities: (The report for 2010 has not yet been compiled). In 2009 County property owners recycled 646 tons of newspaper, 168 tons of magazines, 730 tons of corrugated paper, and 920 tons of commingled aluminum, glass, and plastics.
- Secured \$122,361 in State Grants to offset costs for local communities who have effective recycling programs. Distributed these Grant Funds to 14 local governments who operated recycling programs that met program criteria.
- The Department did not receive grant funds to offset the costs for a Clean Sweep event. As a result no clean sweep event was conducted in Door County in 2010.

9. State Bridge Operations

- Contracted with the WisDOT for bridgending and routine maintenance for total charges of \$642,470.
- Coordinated with the WisDOT the training of staff for the operation and maintenance of the new Maple/Oregon Bridge and operations for the reconstructed Michigan Street Bridge.
- The Michigan Street Bridge was closed for reconstruction for all but the last weeks of 2010.
- The Maple/Oregon bridge was opened 1426 times for 449 commercial and 1910 pleasure vessels.
- The Bayview Bridge was opened 656 times for 166 commercial and 595 pleasure vessels.
- The number of openings is below the three year average, and Vessel movement was down over the three year average.

10. Local Bridge/Culvert Maintenance

- Coordinated biannual bridge inspection required for all local bridges.
- Completed inspection and condition ratings of all culverts in the southern section of the County.

E. Knowledge Sharing 2010

In 2010 Department staff toured 2 other counties to evaluate the hot mix production facilities which utilize RAP systems

F. Department Budget Status

The 2010 annual financial report of the Highway Department has not been completed and final figures will be available upon completion.

G. Other Accomplishments:

The Department continued the planning and development of the Duval Road (CTH Y) upgrades to County Road standards. This work effort is being coordinated with Kewaunee County, who will perform upgrades to a 1 mile section of this road under their jurisdiction. A local area sales study was completed for the initiation of land acquisition required for the project.

Completed design engineering for the CTH S project which is being constructed in 2011 as part of the Federal Transportation STP rural program. This roadway restoration will be completed in 2011 using grant funds from the STP Rural Federal program which provides for 80% of the construction cost.

H. Issues, Concerns and Restraints

In 2010 local governments were required to pay prevailing wage rates for all projects exceeding \$25,000. This threshold was previously at \$242,000 before the legislative change was made. As a result the local costs of completing projects and added time in accounting has become a burden for the Department and local governments.

The changes that will occur as part of the state legislative mandates regarding collective bargaining are creating significant concern with staff. The Highway Department unions are under contract until the end of 2013, however, the budget impact for the County and local governments who serve as Highway Department clients are immediate. How this will be addressed is of significant concern.

I. Goals and Objectives for 2011

- Resurfacing projects on County Highways S, C, T, J, D, WD, XC and DK.
- Seal Coating on 4 miles of roadways
- Complete engineering and ROW acquisition on the Duval Road upgrade to county standards.
- Complete new web page for County wide solid waste and recycling services.
- Depending upon funding, complete an electronic clean sweep collection in the County.
- Complete upgrades to the Hot Mix Asphalt plant for incorporate reclaimed asphalt pavement (RAP) into the production process.
- In June 2011 the WisDOT will be completing the upgrades to the Michigan Street bridge. Upon completion of the painting and test period, the Department will operate the Michigan Street Bridge remotely from the Maple/Oregon Street Bridge.

Creating a safe and reliable transportation system not only for County roads, but as we are called upon by local officials and the State to service their roadways, is what the Department prides. We will continue to endeavor to provide these services in the most cost effective manner possible.

**2010 ANNUAL REPORT
DOOR COUNTY
HUMAN RESOURCES DEPARTMENT**

DEPARTMENT DATA

Employees:	Name	Classification	
	<i>Kelly Hendee</i>	<i>Human Resources Director</i>	<i>FT</i>
	<i>Heidiann Ullman</i>	<i>Administrative Assistant</i>	<i>FT</i>
	<i>Judy Klimek</i>	<i>Secretary/Receptionist</i>	<i>FT</i>

Committee: Administrative Committee

Members: Leo Zipperer - Chairman

John Neinas

Ken Fisher

Dan Austad

Richard Virlee

*Budget Information: 2010 Approved budget = \$268,056
Actual 2010 Budget = \$267,784*

MISSION STATEMENT – HUMAN RESOURCES

Door County Human Resources Team is committed to providing innovative, practical human resource solutions that address business issues.

We do this by:

- Ensuring that employees of the Human Resources Department are given the tools, training and motivation to operate in the most efficient and effective manner.
- Promoting and recruiting the best qualified people, recognizing and encouraging the value of diversity in the work place.
- Providing a competitive salary and benefit package and developing the full potential of our work force by providing training and development for career enhancement.
- Providing a work atmosphere that is safe, healthy and secure, and also conscious of long-term family and community goals.
- Establishing, administering and effectively communicating sound policies, rules and practices that treat employees with dignity and equality while maintaining compliance with employment and labor laws, County Board directives, and labor agreements.

SUMMARY OF RESPONSIBILITIES

Recruit and screen job applications, interview, recommend hires. Work with Civil Service Commission to create eligibility lists for Sherriff's Department to ensure filling future openings.

Direct and coordinate an employee position classification system. Review, and update job descriptions as necessary.

Directs and coordinates Employee Performance Planning and assist oversight committees and department heads on evaluation program.

Administer benefits.

Maintain and direct wage and salary programs for employees.

GOALS/OBJECTIVES ACHIEVED IN 2010

- ✓ Completion of updating all job descriptions
- ✓ Harassment Training all employees

Benefits:

It has been three years since Auxiant has become the third party administrator. The County has requested staff representative, Stephanie Steger to be site on a monthly basis to assist County employees with claims administration. This personal touch has been not only appreciated but welcomed by employees.

Recruitment and Selection:

Full and Part time Positions Recruited – 8FT; 6 PT (Excludes Library)

Applications Received - 208

Persons Interviewed - 32

Number of Applicants Tested - 0

Positions Filled Through Union Posting - 0

Sheriff's Dept.: Internal Postings: 9; Civil Service Recruitment - 01 Sgt. Promotion

Recruitment: Applications Received - 54

Loss Control & Safety:

Door County has been successful in keeping our accidents to a minimum in 2010. To enhance our loss control and continue to decrease our rates we have committed to continuing our safety committee meetings.

Classification & Compensation:

There were five (5) requests for employees to have their positions reclassified. Four were denied and one was approved.

Labor Relations:

There were nine (9) grievances brought forth during 2010 with two (2) proceeding to arbitration.

KNOWLEDGE SHARING 2010:

Health Risk Assessments were conducted in March which was offered to all employees and their spouses holding County health insurance. There were 303 participants (employees & spouses) that took advantage of this service provided and paid for by the employer and Human Resources coordinated the appointments.

ISSUES, CONCERNS AND RESTRAINTS:

Due to budget restraints the areas most affected in Human Resources are advertising, and training, not only of the Human Resources staff but all employees, especially supervisors. In an attempt to stay abreast of current and upcoming employment law changes that will have an impact on County government, training dollars will remain to be a challenge.

2011 GOALS OF HUMAN RESOURCES

Continue to make quality a part of the way we work, while maintaining a high level of professional Human Resources Services for Door County.

Enhance Human Resources ability to support the County of Door and its goals.

Improve the efficiency and effectiveness of Human Resources.

Help make the County of Door a great place to work -- professionally and personally.

Recruit qualified individuals; Retain valuable employees

Training, development and education to promote individual success and increase overall value to the organization

The above summarizes the accomplishments and functions of the Human Resources Department for 2010.

Should anyone have any questions about the Department's function and responsibilities, please don't hesitate to stop by my office or give me a call at 920/746-2305. Thank you.

2010 ANNUAL REPORT DOOR COUNTY INFORMATION SYSTEMS DEPARTMENT

1. **Mission Statement** - The Information Systems department is to develop, oversee, and coordinate all data processing and information management functions for Door County. Insure that adequate services are available to County Departments, provide efficient and necessary use of data to render needed services to county departments and taxpayers.

Responsibilities Include:

- 1.1. Work with any county department (department head or staff) requesting service from the Information Systems Department involving the use or support of current computerized data or planned/projected uses. This involves thorough investigation of the actual job that needs to be automated and analyzing the hardware and/or software needed to meet the goals and objectives of the end user. All requests from county departments for computerization or data processing needs come through this department.
 - 1.2. Maintain existing systems. Ensure that data processing hardware and software continues to meet the needs of the users. Modify, rewrite, enhance, or upgrade software that no longer accomplishes these needs. The selection of software may also force hardware upgrades. Continue to supply requesting departments with computerization solutions, and respond to any hardware or software problem that arises.
 - 1.3. Design and Maintain the "Network" that interconnects all these systems. This includes the wiring infrastructure and electronic switches that are located in various buildings throughout the county.
 - 1.4. Try to keep abreast of current trends and solutions available to us to meet the needs of our users by using books, manuals, magazines, the internet, seminars, vendor specific user groups and classroom training. This is a very rapidly evolving field of work, with new software and hardware being developed and released monthly. It is also a time where dissemination of information via the Internet is becoming the norm or expectation of our constituents.
 - 1.5. Assist departments with dissemination of their specific information via the internet. Specific examples can be found at Door Counties official web sites:
 - 1.5.1. www.co.door.wi.gov – The official web site of Door County Government. Hosted by the state of WI. Basic DC departmental information, agendas, minutes, announcements and links to associated data.
 - 1.5.2. <http://map.co.door.wi.us> – Updated in 2010, the GIS Web Site hosted by Door County. This site has links to individual departmental pages hosted by this site. It is also the jumping off point for any land records search.
 - 1.5.3. Not listed here are two web sites used to publish internal applications and centralized email to a growing mobile work force that have a broadband Internet connection.
 - 1.6. Formal and informal training of end users if requested by a department or end user.
 - 1.7. Develop and manage an annual budget (computer hardware/software, telephone, GIS) for all County Departments that have requests. By doing so, the county has insight on technology costs as a whole or in granular departmental views. Attempt to perform the budget cycle in a fair and efficient manner across all departments based on both short term and long term planning.
2. **Geographic Information System(GIS)**-Provide mapping products, services, and expertise for Door County as requested by various departments and the general public.

Responsibilities Include:

- 2.1. House the Land Information Office (LIO) and the LIO coordinator. (Tom Haight) The LIO coordinator reports directly to the Information Systems Committee.
- 2.2. Function as technical support for those departments with computerized mapping equipment in place.
- 2.3. Provide to the public for a fee various data sets and technical expertise as requested. In 2010, via Door County Board Resolution 2010-63, the Land Information Council (LIC) was created. The Land Information Council is to review the priorities, needs, policies of, and advise the County on matters affecting the land information office. The LIC was setup as an advisory committee to the IS Committee.
- 2.4. Administer, coordinate, and/or review various departmental project activities with the mission of improving the County's methods of organizing, storing, integrating and disseminating the various types of land records information.
- 2.5. Based on input from the departments, the public and the state, write/rewrite the Land Information Modernization plan every five years. The plan can be viewed at: http://map.co.door.wi.us/gis-lio/Plan2005_LIM.pdf Monitor and administrate the grants that are available to Door County for Land Record modernization.

3. **Telecommunications**-Manage and respond to any requests, suggestions, or problems that may come up with the County Telephone System, Voice Mail system, Cellular phones, pagers and miscellaneous phone circuits.

Responsibilities Include:

- 3.1. Maintain and operate the Tapit telephone accounting system. Produce monthly reporting to all departments on their specific telecommunication costs.
 - 3.2. Project future communication budget needs of all departments based on current call data from the following vendors: Ameritech, CenturyTel, Verizon, AT&T and Cellcom.
 - 3.3. The negotiation of all long term telecommunication contracts for local, long distance and cellular service.
 - 3.4. Tasking also includes configuring new phones, changing configurations of current phones, trouble-shooting and repair of existing phones, and almost all associated telephone wiring. Our phone system supports analog phones, digital phones, modem lines, and fax lines - all installed and supported by this department.
 - 3.5. In 2010, the County Board changed the Communication Advisory Technical Subcommittee (CATS) from advising the Law Enforcement Committee, to an advisory committee to the Information Systems Committee. The CATS committee is primarily focused on the Public Safety Communication infrastructure and systems. This infrastructure continues to migrate to a digital verses analog foot print.
4. **Electronic Security** - The department manager is entrusted the responsibility of County Security Officer (CSO) as it relates to information that is housed in various electronic systems. The manager via his subordinates and input from the departments ensures that digital data remains secure. This job ensures that there is ample protection of any digital data the department has control over, protects county data from any unauthorized access or manipulation, and serves as the major contact/liaison between most of the State of Wisconsin provided systems and the County of Door.

General Accomplishments / Goals / Objectives for 2010

Information Systems Department

- Day to day, month to month and annual operations of the Door County Data Network
- Performed routine maintenance, backups, and log checking of the data network
- Various technology training as time allowed for IS staff
- Continued efforts in 2010 to fully utilize the Citrix Virtualization technology to virtualize servers with Citrix XenServer, application with Citrix XenApp and now entire desktops with Citrix XenDesktop.
- Additional licensing for Citrix XenServer was purchased in 2010 allowing Door County to continue to run multiple Microsoft Windows servers on one physical box. Anywhere from 1-6 servers per physical blade.
- Continued migration of Microsoft Windows Operating systems from 32 bit infrastructure to 64 bit infrastructure. This is a three step process involving both 64 bit capable hardware, 64 bit drivers and 64 bit capable application software. The initial step is to purchase the Hardware and Software, the second step beyond basic setup is testing and beta testing in various applications, and the last step is rolling it all out into production. In 2010, this has proven to be a time consuming task.
- The combination of Citrix based technologies, the HP-LeftHand Storage Area Network (SAN) and the Microsoft Windows 64 bit computing infrastructure, we were able in 2010 to deliver a relatively robust virtual experience. We continue to migrate physical servers to virtual, physical PC based applications to virtual XenApp applications, and now entire desktops to a virtual environment. The migration from physical to virtual came and still comes with a large learning curve not only for IS Personnel but for the end users we support. But the benefits are already known in manageability, flexibility and the ability to deliver applications to anyone with a broad band connection.
- Approximately 35 virtual Servers and/or Desktops were running by year end, and this is expected to continue to grow.
- The IS Department migrated the primary tape backup store, and now the "OFF SITE" storage off of tape and on to HP LeftHand disk. In 2010, annual maintenance for the Tape Backup Library was completely dropped. Once completely done (migration off of tape takes time), we will do away with the Tape Library and LTO tapes altogether in 2011.
- In 2010, IS was able to utilize savings from the Citrix licensing model to purchase additional disk storage from HP LeftHand. This allowed the IS department to set up another 5.4 TB of disk that can be utilized by the PC server environment.
- In regards to email, in 2010, we continue to see full utilization and growth of the MS Exchange mail server. It truly has become heavily utilized by ALL departments for communication. Both for critical and non-critical communication to co-workers, constituents, vendors and outside contacts.
- The IS department sought and got approval to implement an Email encryption engine from Zix Corporation. This was implemented in 2010. Confidential outgoing email is now encrypted.

- In 2010, the MS Exchange email server was connected to the Computer Generated Solutions (CGS) email archiving solution. This server for all intents and purposes now archives all email for up to seven years for all Door County based email accounts. This began for 1/1/2010.
- In late 2010, IBM ran a promotion for their X-Series chassis replacement. They offered any IBM customer up to five free chassis. Door County took advantage of this free promo and saved over \$25,000.00 in future costs.
- In 2009, at the DC Sheriff dispatch area, we replaced the aging voice recorder with a new digital recorder from Cybertech. The recorder had its ups and downs through out the year including lost recordings off of some of the IP phones not attached to the Dispatch area. This remains an area of concern, and is now closely watched by those who utilize the service the most.
- In 2010 the IS department in conjunction with the Finance department upgraded the NWS Financial System to Version 8.01 and performed the necessary tasks for End of Year close out and Beginning of Year start up.
- IS continued to assist the Airport with the setup of the Fixed Based Operator (FBO) at the Airport in regards to their enhanced telecommunication and data needs. IS also assisted with the install and specification of various wiring for a new fuel system at the Airport.
- In the Network area, IS worked through the negotiation with Sturgeon Bay Utilities for utilization of their conduit for a future fiber optic crossing of Sturgeon Bay. The new fiber route will be redundant to the Charter Fiber route, but will traverse a different path between the Government Center and Justice Center.
- In 2010, with the assistance from our network consulting partner CDW-G, IS staff worked through a complete redesign of our network address schema. We started to flatten the network, and configure separate Virtual Local Area Networks (VLANs) for various locations. A great deal of work will still need to be completed in 2011 to complete this project.
- The above project also saw us in 2010, set up two 10Gb links between the Government Center and Justice Center on the Charter Fiber optic cable plant. These links in conjunction with our future fiber build will continue to allow us to meet the demand at the two respective data centers.
- Late in 2010, assisted HR and Finance with data gathering for Ceridian Time and Attendance and Payroll.
- IS in conjunction with Access Engineering, engineered the fiber route listed above.
- Installed new PC's in P&Z, County Admin, Corp Counsel, Finance, Sanitarian, SWCD, Child Support, Sheriff, Social Services, UW Extension, Maintenance, Treasurer, IS and City of Sturgeon Bay.
- Continued support for the City of Sturgeon Bay School District for off site tape back ups through the Charter Dark Fiber Network under an intergovernmental agreement.
- Continued support for the City of Sturgeon Bay for technical support services for their PC network and all devices attached to it under a new intergovernmental agreement.

Geographic Information System(GIS) / Land Information Office (LIO)

- In 2010, LIO funding provided for:
 - ArcPad, AutoCad and Eagle Point software
 - Panasonic CF19 Toughbook computer and digital cameras for SWCD
 - And once again, provided funding for multiple CPU's, monitor and memory upgrades throughout several land records based departments.
- Continued enhancements and ongoing maintenance to the Door County Web Site including creation and implementation of departmental web sites hosted by the web based GIS server.
- Continued updates to departmental web sites as information changed throughout the year
- Handled mapping requests for the public and DC Departments as needed

Telecommunication Systems

- Day to day, month to month and annual operations of the Door County Phone Network (Approximately 750 nodes)
- Per Resolution 2004-22 (Phones for Fiber agreement), continue to support the City of Sturgeon Bay as it relates to the use of the Door County phone system.
- Per Resolution 2006-91, continued to support the Sturgeon Bay Utilities as it relates to the use of the Door County phone system.

Department Budget Status:

Approved 2010 Budget	\$1,624,766	Actual 2010 Budget	\$1,805,998
2010 Levy appropriation	\$1,227,392	2009 Levy appropriation	\$1,347,569
2010 budgeted revenue	\$400,374	2009 Actual Revenue	\$142,503
2010 Actual Revenues	\$432,649	2008 Actual Revenue	\$265,176

Grants received for 2010:

Issues, concerns and Restraints:

A restraint or concern remains that the IS department is a limited resource, and yet the need for our services continues to grow. As new systems and/or clients are added to the IP Network, the need to support those systems becomes a larger burden. The bottom line is that we are at capacity.

As mentioned in the 2008, 2009 and now the 2010 IS Annual report, software and hardware systems that are dropped into Door County Departmental infrastructures we support as "TurnKey" are far from turnkey. Sooner or later, the system will need technical support in order to continue to work. The first place the department turns for help, is IS.

As departments look at Governmental efficiency per the direction of the County Board and County Administrator, I believe they will look to Information Technology solutions to assist or make them more efficient. This too will drive the need for qualified technical support.

Goals and Objectives for 2011:

- Continue to have fun in what we do by providing no shortage of technical challenge in a government environment.
- Continue to research Information Systems that will enable the County and City departments we support meet their ever shrinking budgets, yet provide the wealth of service we always have.
- Continue to spend the major part of the year maintaining a 500 node PC network, 750 node telephone network so that it remains highly available to all departments who depend on the network to function in a normal business day. This includes software and hardware upgrades as needed or budgeted, technical support, education and researching new technology that may be applicable.
- Work through the annual CIP and budget process within the constraints of the 2012 parameters put on us by Door County, the Federal Government or the State of WI.
- Assist with the Ceridian Implementation
- Install a new digital recording solution for the Justice Center and move them off of the Viconet Digital Video Recorders
- Install a new AIX Server at the Justice Center to serve the Spillman Public Safety software
- Research and investigate the next i5 purchase for Door County. To be purchased in 2012.
- Attempt to bring the Door County Board of Supervisors into the digital age, and remove or drastically reduce the paper process needed to support them and the departments they interact with
- Continue to research, define and eventually implement a Register of Deeds Redaction solution to meet state based requirements
- Migrate visual RPG applications to PHP applications
- Migration of the majority of our existing PC servers to the XenServer virtual environment.
- Continued Migration of PC based data to the SAN
- Continued Migration off of Microsoft Windows XP and Vista Operating systems to newer Windows 7 OS's
- Continued PC based application virtualization using both the Citrix XenApp and Citrix XenDesktop environments.
- The virtualization of the Windows 7 desktop environment on existing PC workstation hardware.
- Move all of the IBM X-series servers out of the IBM E-Chassis into the newer IBM H and S Chassis.
- Continued upgrade the existing network between the Government Center and Justice Center and flatten the subnet infrastructure of all buildings in the network.
- Build the redundant fiber optic link between the Government Center and the Justice Center.
- Upgrade or replace the 11 year old voice mail system.
- Implement web based self help for our end users with our Script Logic Help desk software.
- Get IS staff to technical training as needed.
- *Continue to study technology as it relates to DC Government Efficiency. Based on feedback from departments, DC Committees, DC Supervisors, the County Administrator and internal IS Staff, assist in implementing technologies that make DC more efficient.*

Respectfully Submitted by: Tim Ullman
Door County Information Systems Director

**2010 ANNUAL REPORT
COUNTY OF DOOR - DOOR COUNTY LIBRARY**



Mission Statement

The mission of the Door County Library is to provide all County residents and visitors a comprehensive collection of materials in a variety of media that records human knowledge, ideas and culture; to organize these materials for ready access, and to offer guidance and encouragement in their use.

Summary of Responsibilities

The Door County Library....

- Procures, processes, organizes and shares book, media, periodical and online resources for circulation to the public.
- Answers reference questions in person, by phone, or via online databases and online chat sessions.
- Provides informational programs for adult and children's audiences.
- Provides access to library services at eight sites; Baileys Harbor, Egg Harbor, Ephraim, Fish Creek, Forestville, Sister Bay/Liberty Grove, Sturgeon Bay, and Washington Island.

Department Programs

Meeting Rooms – 3 meeting rooms at Sturgeon Bay open for community use.

Public Use Computers – 60 computers available county-wide. Wireless access at all 8 library locations.

InfoSoup – Online catalog which incorporates readers advisory and reference guidance. We belong to InfoSoup with 30 public libraries in northeastern Wisconsin.

Delivery – Library users may order a book from any InfoSoup library and it is delivered to the library of their choice.

Goals/Objections Achieved in 2010

- Explored energy efficiency for Sturgeon Bay building.
- Participated in the Big Read.
- Enhanced website.
- Implemented time management training for staff.

Knowledge Sharing 2010

	<u># of Programs</u>	<u># of Attendees</u>
Adult Programs	130	1,766
Children Programs	<u>333</u>	<u>8,375</u>
	463	10,141

Department Budget Status

Approved 2010 Budget	1,549,076	Actual 2010 Budget	1,527,456
		2009 Levy appropriation	1,406,800
2010 Levy appropriation	1,446,338	2010 Actual Revenue	108,286
2010 budgeted revenue	102,738	2009 Actual Revenue	113,099

Grants

- Nicolet Federated Library System \$ 6,014
- Friends of Door Co. Libraries \$ 13,256
- E-Rate \$ 3,087
- NFLS Technology Grant \$ 14,000
- Gates Technology Grant \$ 2,600
- **\$ 38,957**

Other Accomplishments

- Library Visits = 340,416
- Circulation = 414,906
- Public Computer Use = 69,353

Issues, Concerns and Restraints

InfoSoup is supported in large part by the Outagamie Waupaca Library System and the Nicolet Federated Library System. All of our InfoSoup delivery (including between Door County branches) is provided by NFLS. State budget issues may decrease the level of these services or require significant increases in our cost share. Library System funding comes from Universal Service Funds.

The proposed end to MOE (Maintenance of Effort) for libraries may lead to imbalances in individual library support, undermining the sharing of resources among libraries.

Goals and Objectives for 2011

- Continue exploration and energy implementation.
- Create ebook pathways for customer use.
- Initiate branding.
- Experiment with Deweyless.
- Continue assessing new technologies for service and efficiency.
- Lead “one read” program in Jan./Feb. 2012.

2010 Annual Report

DOOR COUNTY HISTORICAL MUSEUM

Mission Statement: Our mission is to preserve and promote Door County history. We do this through the use of educational displays, audio/visual productions, community outreach programs and general assistance with historical questions and issues.

Summary of Responsibilities:

- Create and maintain exhibits
- Provide programming for youth and adults
- Fulfill requests and answer questions from the general public
- Organize and catalog the collection
- Market the museum

Goals/Objectives Achieved in 2010

Exhibits

Much care was taken to maintain and create exhibits for the museum. In the winter, the Orthober wildlife exhibit was fumigated to preserve the quality of the mounts. Labels were added to that exhibit to identify the newest species added. Museum volunteers created a new vignette of items from the Christoferson family of Nasewaupee in the “seamstress shop.” The display boards of the popular fishboil exhibit were re-done with the help of FLS Banners to reflect a more modern and pleasing look. In addition many items were added to existing exhibits from artifacts donated by the public.

Programming.

Cherries! - A day to honor the history of Door County Cherry production. This year, in conjunction with “Cherries” there was a celebration and reunion of the past Cherry Blossom Queens, Princesses, and Cherry Pie Baking contest winners. Cherry treats were served.

Apples! – A day to honor the history of Door County Apple production. Displays showed the early history. Treats were served along with samples of heirloom varieties of apples. Children’s games were provided.

Norwegian Heritage – Information on the heritage was portrayed through displays and demonstrations. These included crafts of hardanger and rosemaling as well as samples of valfer and krumkake.

Belgian Heritage - Barb (Englebert) Chisholm, 5th generation Belgian American, was available to talk about the Belgian exhibits and the Great Fire of 1871.

Taxidermy by Mike Orthober – On two different occasions, master taxidermist and naturalist, Mike Orthober, prepared a bird for the museum’s *Seasons of Life* display.

Holiday by the Bay – Santa Claus greeted children and families in the museum’s antique sleigh.

Knowledge Sharing 2010

The museum staff provided programs or assisted with research or programming for groups throughout the county including: The Big Read, Pinecrest, Door County Historical Society, Door County Library, Door County Senior Center, Door County Veterans Services, Door County Sheriff's Department, Learning in Retirement, Door County Advocate, Peninsula Pulse, Gibraltar Historical Association, Cardy Archeological Site, Crossroads at Big Creek, Friends of the Park, Isadora Theater and Sturgeon Bay Second Graders.. The staff also fulfilled requests and answered research questions from the general public.

The museum hosted groups from throughout the county including: Leadership Door County, St. Peter's School, Sturgeon Bay Third Grades, Music and Art School, Road Scholars (several groups), YMCA groups, Sneakers and Boots, John Bosco School, Sevastopol School. Community Programs.

Department Budget Status

2010 Adopted Budget	\$56,663.00
2010 Amended Budget	\$78,600.06
2010 Museum Expenditures	\$66,786.75
2009 Museum Expenditures	\$186,139.02

Goals and Objections for 2010

Our goals for 2011 are to:

- Develop and document the collection of Door County historical items
- Become a key facility for learning about Door County history.
- Promote the museum to wide variety of patrons from the local community and beyond.
- Collaborate with other historical groups.

Door County Planning Department 2010 Annual Report

A. Mission Statement

The Door County Planning Department does not have a formal mission statement. We do, however, have various policies and procedures in place as well as an overall departmental work ethic that guides our activities: We strive to effectively and efficiently administer the programs under our jurisdiction; to be efficient, accurate, courteous, helpful, knowledgeable, and timely in our work with our clients; and to ensure our activities are coordinated with the work of the many other local and state agencies and organizations with which we interact.

B. Summary of Responsibilities

The primary responsibilities of Planning Department staff members are to administer the county-level planning program, as mandated by state statute; to administer and enforce the county-level zoning, land division, and floodplain zoning ordinances, as mandated by state statute; to administer and enforce the telecommunication tower, wind energy facility, and airport height limitation ordinances, as mandated by the county board; and to administer and enforce the county addressing ordinance and program, as mandated by the county board. Staff members during 2010 were:

Mariah K. Goode	Planning Department Director
David W. Sautebin	Senior Zoning Administrator
Richard D. Brauer	Zoning Administrator II
Kay E. Miller	Zoning Administrator II
Susan Vanden Langenberg	Zoning Administrator II
Rebecca Kerwin	Planner II
Jeanne M. Kasten	Administrative Assistant III
Wendy Birmingham*	Clerk Typist II
Linda Riemer**	Clerk Typist I
Audrey A. Forslund	Mapping Technician (.9 FTE)
Kenneth J. Pollock***	GIS Addressing/Zoning Specialist
Ruth A. Neinas****	Clerk Typist I (.4 FTE)

* Resigned and position eliminated effective May 2010.

** Position created and employment started effective July 2010.

*** Retired and position eliminated effective June 2010.

**** Position eliminated effective December 31, 2010.

The county zoning ordinance is in effect in the entirety of nine towns, per their voluntary enrollment in comprehensive county zoning, and, per state statute, in the shoreland areas of the other five. All other ordinances except for the airport height limitation ordinance are in effect in all fourteen towns.

The department's oversight committee is the Resource Planning Committee, comprised of five county board members. Per state statute, the county board-appointed Board of Adjustment (all laypersons) also participates in administration of the zoning ordinance. Both bodies typically hold public hearings and regular business meetings twice monthly.

C. Program Summary

Door County Zoning Ordinance Administration

Administered and enforced by Door County Planning Department staff, the Door County Board of Supervisors' Resource Planning Committee, and the Board of Adjustment, the Door County Zoning Ordinance is in effect in all areas of the Towns of Baileys Harbor, Clay Banks, Forestville, Gibraltar, Jacksonport, Liberty Grove, Sevastopol, Sturgeon Bay, and Washington, and, per state statute, in the shoreland areas of the Towns of Brussels, Egg Harbor, Gardner, Nasewaupee, and Union. Zoning applications processed in the shoreland areas of the county's fourteen towns, as mandated by the state, constitute about 55% of the department's processed zoning applications.

Door County Land Division Ordinance Administration

Administered and enforced by Planning Department staff and the Resource Planning Committee, the Door County Land Division Ordinance is in effect in all fourteen towns, regardless of whether or not the town is under county zoning.

Other Ordinance Administration

Planning Department zoning administration staff members and, in certain cases, the Resource Planning Committee, also administer and enforce several other county ordinances: 1) the Door County Floodplain Zoning Ordinance, in effect per state statute in all 14 towns; 2) the Door County Telecommunications Tower Ordinance, also in effect in all 14 towns; 3) the Door County Wind Energy Facility Ordinance, in effect in all 14 towns; and 4) the Door County Height Limitation Zoning Ordinance, in effect in areas surrounding the Cherryland Airport.

Planning Programs

Door County Planning Department planning program staff members are responsible for developing and implementing comprehensive and other land use-related plans. Planning staff also organize or participate in a variety of educational and information-sharing programs, primarily with local municipalities, government agencies, and non-profits.

Addressing and Mapping Programs

For nearly 10 years, the Planning Department GIS Addressing/Zoning Specialist and Mapping Technician administered and enforced the rural road naming and numbering (addressing) program, the primary purpose of which is to better identify properties in order to enhance emergency response capability. The full-time GIS Addressing Specialist position was created in 2000 to administer the county Addressing Ordinance, replacing responsibilities previously undertaken by employees from the 14 towns. The position was eliminated, however, upon the retirement of Ken Pollock in June 2010; some responsibilities were shifted to the Mapping Technician, some to the Sanitarian Department, and other activities are simply not performed any longer. The Mapping Technician's primary responsibilities are to create a variety of maps for zoning and planning purposes for county staff as well as local municipalities, residents, and property owners.

D. Goals / Objectives Achieved in 2010

Planning Department goals and objectives for 2010, as stated in the 2009 Annual Report, were to:

1. Continue to effectively and efficiently administer ordinances/programs under our jurisdiction.
2. Begin working with affected landowners and municipalities to update the county farmland preservation plan and implementing zoning regulations and map.
3. Draft ordinance amendments necessary to work toward consistency between ordinances and the new county comprehensive plan.
4. Draft zoning ordinance amendments working toward compliance with revised Wisconsin Administrative Code NR115.
5. Monitor emerging state-level wind energy regulations and work on amending the county's ordinance as/if necessary.
6. Finalize the Greenprint model/website and conduct the first three quarterly updates.
7. Re-establish educational/discussion programs for local elected and appointed officials.

These goals are discussed below, in conjunction with the appropriate program area.

Zoning Ordinance Administration

The Planning Department's four zoning administrators – Senior Zoning Administrator Sautebin and Zoning Administrators II Brauer, Miller, and VandenLangenberg – and administrative staff members – Administrative Assistant III Kasten, Clerk Typist II Birmingham (January-May), Clerk Typist I Linda Riemer (July-December), and .4FTE Clerk Typist I Neinas – process all regular zoning permit applications submitted to the county, as well as conditional use permit applications which eventually go to the Resource Planning Committee for public hearing and approval or disapproval. Zoning ordinance administration constitutes the vast majority of the work of the zoning administrators and administrative staff, and about one-fourth of Mapping Technician Forslund's .9FTE time.

The zoning administrators and administrative staff members also process the paperwork for petitions for variance from the Door County Zoning Ordinance, appeals of either Resource Planning Committee or zoning administrator decisions, and petitions for text or map amendments to the zoning ordinance. The public hearings at which decisions are made regarding variances and appeals are held by the Door County Board of Adjustment. Public hearings regarding text or map amendments are conducted by the Resource Planning Committee, with the County Board making the final determinations regarding such petitions.

Goals set in 2009 related to zoning program administration were largely met for 2010. Zoning staff effectively and efficiently administered zoning ordinances and programs (goal 1). Drafting of ordinance amendments by planning staff (in conjunction with zoning staff) in order to ensure consistency with the comprehensive plan was undertaken (goal 3). Zoning and planning staff began working on updating the county farmland preservation plan (goal 2) and on drafting zoning ordinance amendments so as to ensure compliance with Administrative Code NR115 (goal 4), although for a variety of reasons most of the work on those two items will occur in 2011 and 2012.

The following chart shows permit application levels for 2006-2010. Note that the chart does not include many activities related to regulatory programs, such as: 1) pursuit of violations, including site visits, correspondence, phone calls, court appearances, citation issuance; 2) completion of formal research requests for the development community (approximately 160 letters annually); 3) information exchanged informally (annually 600-1000 letters, not including the previously mentioned "formal" research requests, many thousands of e-mails, tens of thousands of phone calls, and hundreds of drop-in client visits); 4) project-related meetings with applicants, builders, surveyors, architects, attorneys, etc.; 5) educational meetings with municipal officials, interest groups, residents, etc.; 6) meetings with other local, county, regional, or state governmental bodies or agencies; 7) work for two RPC and BOA meetings each month, including preparation of notices, agendas, mailings, and packets, meeting facilitation, preparation of minutes, and other follow-up work requested/required; and 8) preparation of materials, as required by state statute, for monthly county board meetings. Note, too, that zoning administrators conduct site visits for nearly every application.

Note: Information is available by town. Please contact the Planning Department at (920) 746-2323.

	2006	2007	2008	2009	2010	5-year total	5-year median	5-year average
Permit type								
Regular zoning permit	749	678	574	533	474	3008	574	602
Regular zoning permit renewal	16	16	9	15	15	71	15	14
Site plan review*	1	2	0	0	0	3	0	.6
Conditional use permit	17	21	20	15	15	88	17	18
Variance	36	37	33	30	32	168	33	34
Zoning map and text amendments	18	11	16	8	17	70	16	14
Appeals	0	3	3	2	0	8	2	1.6
Telecommunications tower	4	12	5	2	4	27	4	5
Floodplain permit	1	6	4	4	14	29	4	6
Wind energy facility	0	0	2	2	0	4	0	1
Total Applications	842	786	666	611	571	3476	666	695
Certificates of Compliance**	371	227	345	866	540	2349	371	470

* Eliminated in 2007.

** In addition to the on-site inspections required to issue permits, zoning administrators conduct subsequent compliance inspections to ensure permit conditions have been met. Permit compliance inspections have increased the past few years as zoning administrators have had more time available to conduct such inspections and as more emphasis has been placed on this aspect of regulatory programs.

Land Division Ordinance Administration

The four zoning administrators process all applications related to land divisions. Minor land divisions are reviewed by staff only; major land divisions are reviewed first by staff and then reviewed and approved or disapproved by the Resource Planning Committee at regular business meetings. The following chart shows the number and types of land divisions processed each year for the past five years and the resultant number of new lots created comprised of ten or fewer acres. (For information at the town level, please contact the Planning Department at (920) 746-2323.)

Staff continued to effectively and efficiently administer the land division ordinance (goal 1), although no ordinance amendment proposals were drafted (goal 3) outside of those required by changes in state law. Amendments required to the land division ordinance will be undertaken in conjunction with amendments to other ordinances and programs.

Land Divisions Processed and Lots Created, By Year

Year	Minor Land Divisions		Major Land Divisions	
	# of CSMs	# of Lots Created	# of Plats	# of Lots Created
2010	33	62	0	0
2009	41	65	0	0
2008	57	107	0	0
2007	82	182	1	9
2006	102	223	2	31

Notes

Land divisions processed but not approved due to non-compliance with ordinance standards not included.

A Minor Land Division – or Certified Survey Map (CSM) – is a division of land whereby 4 or fewer new lots of 10 acres or less are created. A Major Land Division – or plat – is a division of land whereby more than 4 new lots of 10 acres or less are created.

Other Ordinance Administration

Staff continued to effectively and efficiently administer all other regulatory programs (floodplain, telecommunications, wind energy, etc.) (goal 1).

Normally, activity levels related to these ordinances is relatively minimal. In 2010, however, work levels on floodplain ordinance administration continued to be higher than in years past due to the 2009 ordinance and maps adopted per state and federal mandates, and the county also saw applications for several telecommunications towers, some in support of a new U.S. Coast Guard program. County planning and zoning staff also closely monitored work at the state level to revise regulations and standards allowable in local wind energy system ordinances, but did not draft new county-level standards (goal 5) as arguments continue at the state level over the final standards.

Planning Programs

In addition to developing and implementing comprehensive and other land use-related plans, planning program staff also organize or participate in a wide variety of other activities, including educational, training, and coordination activities, and information-sharing programs. Planning staff members are often invited to attend meetings of municipal, environmental, political, or development-related boards, commissions, agencies, and organizations for presentations and discussions about planning and zoning-related issues. They frequently meet, talk, and correspond with municipal elected and appointed officials regarding planning and zoning issues. Planner II Kerwin spends 100% of her time on the planning program, Director Goode, about 25% of her time, and Mapping Technician Forslund, about 50% of her (.9FTE) time. In 2010, Kerwin spent a significant portion of her time working on potential zoning ordinance text amendments aimed at allowing for easier development of conservation subdivisions and affordable housing, prominent themes in the county comprehensive plan. Other specific planning activities in 2010 included:

- Reinstating quarterly educational/discussion meetings regarding planning and zoning issues for local elected and appointed officials (goal 7) (Goode and Kerwin).
- Finalizing and ensuring appropriate corrections and updates to the Door County Greenprint website (goal 6) (Goode and Forslund), and conducting numerous demonstrations and trainings on the website (Goode, with Soil & Water Conservation Department staff).
- Continued work by Goode and Kerwin on affordable housing issues with the Door County Economic Development Corporation and an emerging non-profit/municipal housing trust, growing out of a 2010 housing trust educational workshop organized by Kerwin for interested local municipal staff and officials, property owners, and development community members. Significant zoning ordinance revisions were undertaken to more easily allow for the development of affordable housing; several educational sessions were held for town officials and interested property owners regarding the proposed amendments. (Goal 3.)
- Beginning the process to update the county farmland preservation plan (goal 2) with a kick-off public input and educational meeting.
- Participation in meetings, providing information and research, and assisting with grant and other applications regarding county-wide bike planning and scenic byway designation efforts.

Addressing Program

GIS Addressing/Zoning Specialist Pollock, whose time was entirely allocated to the addressing program, and Mapping Technician Forslund, who spent roughly one-quarter of her (.9FTE) time on the program, continued for the first half of 2010 to effectively and efficiently administer the addressing ordinance and program (goal 1). For the second half of 2010, after Pollock's retirement and the administrative decision not to refill his position, Forslund continued to effectively and efficiently review/assign address numbers and road names, in addition to her existing addressing program duties. Other aspects of the program which Pollock used to perform, however, are either not being handled due to lack of time (such as inventories of road sign conditions and other in-field inspections) or are being handled when/if Forslund can manage to find time to perform them. Installation of address posts and signs is now being handled by Sanitarian Department staff.

E. Knowledge Sharing

All staff members of the Planning Department are constantly sharing knowledge, providing an array of informational and educational services, namely to:

- Each other
- Other county departments
- Local public and private agencies and organizations
- Regional, state, and federal public and private agencies and organizations
- Local residents and property owners
- Local elected and appointed officials
- Local real estate agents, developers, surveyors, architects, attorneys, and builders and their associations.

In addition, our website provides all ordinances, application forms, and comprehensive planning program information to anyone accessing the site. It is frequently updated.

All planning and zoning staff attend various environmental and political agencies' meetings as requested for presentations and discussions, and meet frequently with staff members of other county departments, such as Sanitarian, Deeds, Real Property Listing, Information Systems/LIO, Soil & Water Conservation, and Corporation Counsel, in order to ensure coordination of program administration and for educational purposes. They also meet or talk frequently – for the same reasons – with staff of other governmental agencies, local and state,

and local elected and appointed officials. In addition, zoning administrators regularly organize and attend regional conferences and meetings with other county code administrators, with one zoning administrator currently serving on the regional and state code administrators' professional association boards.

Additional planning program staff members' knowledge-sharing activities were discussed above.

F. Department Budget

	Expenses	Revenues	Levy appropriation
2010 Adopted	\$ 837,446.00	\$ 169,425.00	\$ 668,021.00
2010 Amended			
2010 Actual	\$ 750,307.42	\$ 147,076.58	
2009 Adopted	\$ 819,024.00	\$ 127,700.00	\$ 691,324.00
2009 Amended	\$ 835,726.00		
2009 Actual	\$ 821,946.32	\$ 133,075.34	
2008 Adopted	\$ 833,359.00	\$ 154,500.00	\$ 678,859.00
2008 Amended	\$ 858,329.00	\$ 159,220.00	
2008 Actual	\$ 842,240.40	\$ 117,851.02	

No grant funds were received in 2010.

G. Other Accomplishments

Staff members are continuously seeking ways or undertaking projects to improve individual and departmental performance and improve services, ordinances, programs, and related matters. Staff members also work to address issues arising due to external forces. Examples from 2010 include:

- Working many hundreds of hours over many months to regain certification of the county's Exclusive Agricultural zoning district regulations from the Wisconsin Department of Agriculture, Trade, and Consumer protection after receiving unexpected notice that certification had lapsed.
- Continuing to monitor farmland preservation, shoreland zoning program, and wind energy facility legislative and rule-making activity at the state level that will affect county-level programs/ordinances administered.
- Holding an educational/discussion meeting for county Board of Adjustment members.
- Continued development with county Information Systems staff of enhancements to digital permit tracking programs.

H. Issues, Concerns, and Restraints

The unexpected lapse in state certification of Exclusive Agricultural zoning regulations required many hundreds of hours of staff time to rectify, taking time away from other projects. Also, the decision to eliminate the GIS Addressing Specialist position required scaling back the addressing program significantly, and a shift of program responsibilities to the Mapping Technician, who took over some in-office program components in addition to her existing duties and workload. Finally, the condition of the local, regional, and national economies continued to be of concern in 2010, as in 2008 and 2009, due to the effect on permit application activity and revenue levels.

I. Goals and Objectives for 2011

1. Continue to administer ordinances/programs under our jurisdiction as effectively and efficiently as we are able.
2. Continue working on the new county farmland preservation plan, as required by statute and per the timeline and process outlined in the county board-approved public participation plan.
3. Continue drafting ordinance amendments necessary to work toward consistency between ordinances and the comprehensive plan, and/or to comply with changing state requirements.
4. Draft and bring forward for county board adoption zoning ordinance amendments to achieve compliance with revised Wisconsin Administrative Code NR115.

2010 ANNUAL REPORT
DOOR COUNTY PUBLIC HEALTH DEPARTMENT

- A. **Mission Statement:** The Mission of the Door County Public Health Department is to provide and coordinate services to create a healthy future for all Door County residents.
- B. **Summary of Responsibilities:** The Public Health Department is statutorily responsible for the core functions of assessment of the community's health, policy development, and assurance that services are provided to ensure the health of the community. The Public Health Department works collaboratively with the State Division of Public Health, Department of Health Services.
- C. **Program Summaries:**
- Maternal and Child Health:** Immunization clinics, home visits by public health nurses, Women, Infants & Children's Program (WIC), Prenatal Care Coordination, Childhood Lead Poisoning Prevention Program, Vision & Hearing Screening Program, tobacco education & control resources.
- Environmental Health:** Community household sharps collection program, animal bite investigation & rabies follow-up, beach testing & monitoring of 34 public beaches, enforcement of laws & regulations that protect & insure safety, education & resource referral, water testing program for new parents.
- Adult Health:** Blood Pressure Screening, Cholesterol Screening, Worksite Health Promotion, Flu Vaccine administration, Tetanus Boosters, WI Well Woman Program, Home Visits.
- Emergency Preparedness Planning:** Planning as a member of the Northeastern Wisconsin Public Health Preparedness Coalition, development of emergency response plans, preventing secondary public health emergencies after disasters, community outreach/education.
- Communicable Disease Follow-up, Investigation, and Control:** Contagious disease outbreak control, preventing the spread of infectious disease, providing laboratory testing from State Lab of Hygiene, investigating reports of communicable disease.
- D. **Goals / Objectives Achieved in 2010:**
- Successfully passed the Wisconsin Division of Public Health's audit/review of a local health department. As a result, Health Department maintained a Level II status. The requirements are outlined in Chapter 140 of the State Statutes. In addition, the Health Department met the core infrastructure component that allows the health department to protect the health of the whole population in the county, through processes such as assessing the health of the community by comparing local statistics to the state and nation, and forming partnerships to address major health problems.
 - Continued to provide a high quality immunization program for the community, providing a total of 8,684 vaccinations to 4026 children and adults through immunization clinics.
 - Worked with the State Division of Public Health and community partners to control the 2009-2010 H1N1 Influenza Pandemic. The H1N1 influenza outbreak was a health issue demanding a major public health response by the Public Health Department. The health department provided education to the public about H1N1 influenza through press releases to local media, department website postings, presentations, and informational brochures distributed. The Health Department administered 4542 H1N1 vaccine doses at 61 special clinics in the 2009-2010 influenza season. Public health department nurses and limited-term employee nursing staff administered the vaccine at the various sites throughout the county. Vaccine was administered at schools to students and at community sites to the general population.
 - Worked collaboratively with the Soil and Water Conservation Department, UW-Oshkosh, and the DNR to ensure the smooth operation of the Beach Monitoring Program of 34 public beaches.
 - Implemented the AmeriCorps Program for the Health Department, orienting and managing a health educator through a newly developed AmeriCorps program sponsored jointly by the Wisconsin Public Health Association and the Wisconsin Primary Health Care Association.
 - Began collaborating with a newly created Public Health Preparedness Consortia for Northeast Wisconsin to plan and implement preparedness activities.
 - Monitored and maintained three Automated External Defibrillators (AED's) (1 on each floor) at the County Government Center monthly.
Utilized Maternal/Child Health Grant Funds to implement a Child Car Seat Safety Program that provided 54 screenings to assess for proper installation of seats, and to provide education to families on proper car seat use.
 - Held special clinics to meet the new requirements of the State of WI Administrative Rule governing immunizations for those students entering Kindergarten and Grades 6, 9, and 12.

E. Knowledge Sharing 2010:

Educational presentations and community outreach regarding the following topics were provided in 2010:

West Nile Virus	Nutrition Education	Infectious Disease Issues
Healthy Beach Practices	Beach Safety & Health	Water Quality Issues
Babysitting Issues	H1N1 Influenza	Emergency Preparedness
Breastfeeding Education	Diabetes Information	Methicillin-Resistant Staphylococcus Aureus (MRSA)
Animal Bite Prevention	Tobacco Information	Prenatal and Postpartum Education for Women
Immunization Information	Senior Fit	Infant Care

F. Department Budget Status

Approved 2010 Budget	\$1,065,495	Actual 2010 Budget	\$1,002,127
2010 Levy appropriation	\$697,012	2009 Levy appropriation	\$691,638
2010 Budgeted Revenue	\$368,483	2010 Actual Revenue	\$291,363
		2009 Actual Revenue	\$309,608

Grants received for 2010: \$236,345

G. Other Accomplishments:

- Worked with Bellin College of Nursing, UW-Green Bay, and NWTC to provide experience to LPN and RN nursing students for community health clinical rotation.
- Provided 675 Public Health Nursing visits to individuals in Door County, including prenatal and postpartum visits.
- Maintained an average monthly caseload of 500 clients for WIC Program.
- Investigated 139 cases of reportable communicable diseases including sexually transmitted diseases.
- Investigated and followed-up on 81 animal bites.
- Screened 101 women through the Wisconsin Well Woman Program.
- Provided education to families and tested 566 children for blood lead, with no elevated lead levels detected.
- Screened 2,753 students for vision concerns with 58 referrals, with 19 students reported to have received treatment.
- Screened 2,411 children for hearing concerns with 15 referrals made, with 3 reported to have received treatment.

H. Issues, concerns and Restraints:

- The Health Department continues to have a need for more space to increase efficiencies and serve the public in a more quiet and comfortable environment.

I. Goals and Objectives for 2011:

- Work with the Building Ad Hoc Committee to address issues regarding space needs.
- Work to ensure effective use of Ceridian Time System by staff.
- Continue to monitor and investigate communicable disease in the community.
- Continue to implement the Beach monitoring program, working collaboratively with UW-Oshkosh, the DNR, and the Soil and Water Conservation Department.
- Continue to utilize digital imaging program for department files.
- Educate community regarding emergency preparedness for families.
- Continue to keep staff updated on current communicable disease issues.
- Continue to provide a high quality immunization program for the community.

2010 Annual Report

Door County Real Property Listing Department

Mission Statement: Provide accurate property information for all 40,845 parcels of real estate in Door County per State Statute 70.09

Summary of Responsibilities

Process and verify all documents of transfer recorded at Register of Deeds Office. Maintain current computer records of property owner's name, mailing address, location address of property, legal description, document numbers, land class codes, district codes, parcel history, acres, map page numbers, condominium or plat codes, assessed values, special assessments and taxes on all real estate and personal property parcels in Door County. Print and/or electronically transfer all state mandated reports, assessor work rolls, sales and split labels, notices of assessments, assessment rolls, tax rolls and tax bills for all 19 municipalities. Budget and oversee the monumentation and relocation of section corners per State Statute 59.74. Also file all monumentation tie sheets (location of monumented section corners) and GPS control data sheets (bearings & distances between monuments). Image and file all plat of surveys done by registered land surveyors of parcels of land in the county. Plat of surveys must be filed with RPL within 60 days of completion per State Statute 59.45. Maintain all tax parcel maps showing boundaries, dimensions, acreages and parcel numbers of all real estate parcels. Update county web map and land records website with new data as it pertains to the real estate parcels. Visit www.wrpla.org for more information about the duties and responsibilities of the RPL.

2010 Program Summary

Monumentation Program – Recovery, Relocation and Monumentation of public land survey corners per Statute Statue 59.74

Goals/Objectives Achieved in 2010

- Finished imaging all 16,000 plat of surveys and linking images to AS/400 parcel database
- Made available plat of survey images on County Land Records Website for general public
- Created Integrated Property Assessment System (IPAS) download to Dept. of Revenue of parcel data

2010 Knowledge Sharing

- Data entered and maintained by RPL is shared with all internal departments, Dept. of Revenue, Dept. of Natural Resources and local municipalities. The data is also put out on the county land records and web map websites for the public to utilize
- Work with municipal assessors in keeping assessment data up to date
- Wisconsin Real Property Listers Association

2010 Budget Status

Approved 2010 Budget	\$158,720	Actual 2010 Budget	\$154,597.31
2010 Levy appropriation	\$150,820	2009 Levy appropriation	\$156,935
2010 budgeted revenue	\$7,900	2010 Actual Revenue	\$8,697.34
		2009 Actual Revenue	\$8,793.25

Issues, Concerns and Restraints

- Keeping up with technology changes and being able to send/create reports requested

Goals and Objectives for 2011

- Image monumentation tie sheets and GPS control sheets and put images out on County Website
- Image old parcel history work rolls and enter data contained in old work rolls into AS/400
- Create section folder index of all plat of surveys from data entered from images

2010 Annual Report

Since the beginning of time, when documents were first hand written, changes have occurred over the years. In 1919 documents were typed, 1947 documents began to be photocopied, 1976 they were microfilmed, and in 2002 to present day documents are scanned into the optical imaging system. 2007 ended the issuance/sale of CD's which contained images of real estate documents and the beginning of images available online for purchase. We currently have 30+ customers who utilize the online unlimited or escrow usage of documents which are back scanned to 1993. It is our hope to put more documents online by accessing the 5 year LIO plan. LIO dollars derive from a portion of recording fees collected in the Register of Deeds office.

We have 2 major issues hitting our office this upcoming year.

- SVRIS – State Vital Record Information System – Implementation of access to Vital Records directly from the State Vital Record data base. The Register of Deeds Office went online with the State February 1, 2011, without any issues. This will be in phases with birth being first. We will issue death and marriage records from our paper records until further roll out of the product. This is in reaction to the Real ID ACT, which was Federally mandated.
- Redaction of Social Security Numbers – 59.43(c) With regard to any instrument filed with or recorded by a Register of Deeds before April 1, 2006, which the Register of Deeds, makes available for viewing or download on the Internet, the Register of Deeds shall make a reasonable effort to make social security numbers from the transferred instrument's electronic format not viewable or accessible on the Internet. All records in electronic format must have any social security number that may be of record redacted from record. The original document is accessible within the office as a public record. We will be issuing a Request for Proposal, with work on this to begin this year. Funding for this project is already being retained from fees collected through recorded documents.

However, I feel, our office can handle both of these with staffing currently provided.

Mission Statement:

- ❖ To provide the official county repository for:
 1. Real estate records (deeds, land contracts, mortgages, etc.)
 2. Personal property records (UCC real estate fixture filings)
 3. Vital records (birth, death, marriage, domestic partnerships and military discharges)
- ❖ To provide safe archival storage and convenient access to these public records.
- ❖ To implement statutory changes, system modernization, program and procedure evaluation and staff development to assure a high level of timely service for our citizen-customers.

Real Estate

Throughout the day real estate documents are presented for recording. Prior to the slowed housing market, an average of 40 to 50 documents per day is a typical recorded document total. However, daily recorded documents have varied from 20 to 130 documents so organizational efficiency is critical. Documents are brought into the office via title companies, standard mail, overnight, and the general public. Prior to the recording process, two Register of Deeds (ROD) employees review the documents in order that they meet statutory recording requirements and required fees. Examples of these requirements include a standard document recording format, original signatures, a general location statement (legal description), and notarized signatures. It is important to note that ROD office is solely a recording office and staff is required to record documents if they meet statutory recording requirements. ROD staff is not responsible to determine the validity or authenticity of the documents. Therefore, if a situation arises that would question the validity of the documents it would be up to the court to make that finding.

Once the document is deemed recordable by ROD staff, the document is validated electronically and recorded (given a document number, date and time of recording, and fees paid). As this information is indexed and receipted, outside customers are able to search document recording information. Although the scanned document is not viewable at this point, this process is an improvement from the past when this information was not available outside the office. Once the recording process is completed, documents are ready to be scanned.

One ROD employee scans the documents generally twice a day, which includes late morning and mid day. Once scanned, documents are viewable to ROD staff and outside customers via computer. ROD staff indexes document information, which includes legal description, Grantor/Grantee name (Buyer/Seller, Mortgagor/Mortgagee), associated document number, and return document information.

As documents are indexed, 2 ROD employees verify the indexed document information. This process ensures that indexed document data matches the recorded document such as spelling of names, legal descriptions, and associated documents. Once receipting, scanning, indexing and verification have occurred, ROD staff returns the documents back to the designated recipient on the document. At month end, ROD staff creates a back up CD for the ROD office. The CD is reviewed by ROD staff to ensure document material and quality is sufficient.

Vital Records

Birth, non-marital birth, death, domestic partnerships and marriage certificates are recorded daily in the ROD office. Documents are brought into the office by Judges, Funeral Directors, Attorneys, Ministers, and general mail. Once required information is reviewed by ROD staff such as names, occurrence dates, place of birth, death, or marriage, the document is signed, recorded and given a vital record document number. In addition, military discharges are also recorded with the authorization of the Veterans Service office. These documents are then scanned, indexed and verified in the same manner as the real estate records. Birth, death, domestic partnerships and marriage records are viewable to the public. However, military discharges and non-marital births are neither viewable nor searchable in the general public index. Once the vital records are recorded, customers are then able to obtain certified copies of the documents in person, by credit card, cash, or by standard mail.

Customer Service

ROD staff provides assistance to title companies, attorneys, county employees, and the general public. Typically, 4 hours each day is dedicated to customer service by ROD staff. These duties include real estate document searching, retrieving customer real estate document copies, retrieving certified copies of vital records, and answering telephone questions.

The above described processes are performed daily and must be completed before any additional tasks are started. Due to the need of document information accessibility and the importance of timely document recording for staff and customers, the real estate process is the main priority of ROD staff. The volume of real estate documents dictates the daily workflow of the ROD office.

Goals and Objectives Achieved in 2010:

- -Worked thru the challenges associated with the economy, and changes in workload.
- -Continue to work on back scanning of recorded documents for accessibility to the public.
- -Continue to work on tract indexing of older documents for accessibility to the public.
- -Continue to index vital records to begin scanning.
- -Continue to scan Condominium Plats for accessibility to the Public electronically.
- -Completed scanning all Plats, and made them accessible online.

Knowledge Sharing 2010:

Escrow Accounts offered for a business or individual to view/print real estate documents recorded in our office. Capabilities to accept credit card payments and overnight vital record requests made by the public.

Department Budget Status:

Approved 2010 Budget	\$227,857.00	Actual 2010 Budget	\$223,159.83
2010 Levy appropriation	\$(56,443.00)	2009 Levy appropriation	\$(69,466.00)
2010 budgeted revenue	\$286,000.00	2010 Actual Revenue	\$306,480.63
		2009 Actual Revenue	\$295,601.80

Other Accomplishments:

The Register of Deeds team members processed a total of 10,477 recorded documents in 2010, which accounts for approximately 48,543 pages of new images.

- Filed 412 new marriage records, 301 new death records, 0 new domestic partnership records, 71 new military discharges and 229 new birth records.
- Issued a total of 5,472 certified copies of vital records, which includes military discharges.

Issues, concerns and restraints:

The economy as with many offices is a direct concern for the Register of Deeds office. With the housing market at its lowest, we have been fortunate to see an increase in revenue, and a positive response in the housing market at the end of the year. Working towards redaction of privacy information of online records, as well as providing more information online, and electronic recording is a goal we are working towards.

Goals and Objectives for 2011

- Begin work on redaction of social security numbers on online records..
- Continue back scanning real estate records to provide more information to our online customers.
- Continue back scanning Condominium Plats, for online access.
- Issuing vital records directly from the State Vital record database. Go Live date 2/1/2011
- Begin electronic recording for more efficiency within the office. Less paper, less mail, and fast turnaround.
- Customer service is very important to this office. In order to maintain and improve our customer service we will continue to empower our staff by communicating the information they need to meet our customer’s questions and concerns.

“Few Things Must Last as Long as County Records”

**2010 ANNUAL REPORT
DOOR COUNTY SANITARIAN'S DEPARTMENT**

Mission Statement to provide environmental services to the property owners, citizens and visitors of Door County. Strive to protect the ground and surface waters of the state via providing treatment of on-site wastewater systems in unsewered area of the county. Protect the health through administration, education, and enforcement of public health codes and ordinances. Respond to environmental health concerns and complaints in a professional manner and take appropriate action to abate the health hazard or nuisance in a timely manner.

Summary of Responsibilities

- Administer, enforce, and provide education on private on-site wastewater treatment systems.
- Conduct on-site investigations of soil reports and prepare reports and recommendations to property owners and soil evaluators.
- Inspect on-site waste treatment system at time of installation.
- Determine if existing private on-site wastewater treatment systems meet the statutory criteria of a failing system and issue orders for replacement
- Maintain and enforce requirements for the long term maintenance of POWTS system installed to provide proper operation and protection of groundwater and surface water sources.
- Investigate health nuisances and respond to complaints and concerns of impacts on the public in rural and developed areas of the county. Issue orders and take enforcement measures as necessary.
- Provide reports and updates to the Board of Health on activities, permits, sanitary surveys, complaints, and litigation of the department.
- Abate human health hazards. Document conditions which could result in sickness or death if exposure to the substance, activity or condition is not abated. Respond with appropriate action.
- Provide inter-departmental cooperation to expedite permits of buildings permits of building project for property owners and their agents.

2010 Sanitarian's Department Program Summary

Door County Code Chapter 21-Private On-Site Wastewater Treatment System - The purpose of this chapter is to establish minimum standards and criteria for the design, installation, inspection and management of a private on-site wastewater treatment system so that the system is safe and will protect public health and the waters of the state.

Wisconsin Administrative Code Chapter Comm. 87-Private Sewage System Replacement or Rehabilitation Grant Program – This chapter provides for implementation and administrative of a financial assistance program to replace or rehabilitate failing private sewage systems.

Door County Code Chapter 31.39-Nuisance – Investigate concerns, complaints of health nuisances such as solid waste, abandoned structures, unsafe, unsanitary structures offered for rent for the purpose of human habitation.

Comprehensive Sanitary Survey – Inspect existing private on-site wastewater systems in environmentally sensitive areas to identify failing POWTS in bedrock, zones of saturation, seasonal high groundwater, and discharge to the ground surface.

Steel Septic, Pump, and Holding Tanks Inspections – Locate existing steel tanks and determine via camera, pumping records, visual probing, and observation of leaking tanks, ordering their replacement.

Door County Code Chapter 21.03E (a) (a) 2. Have existing POWTS evaluated prior to sale, transfer or conveyance of property ownership, to find existing failing POWTS and order their replacement within one year.

Environmental Health Hazards – Interdepartmental memo of understanding with the Door County Public Health Department to investigate and abate conditions which can cause sickness or death.

Goals/Objectives Achieved in 2010

Soil evaluation reports filed with county and field investigated: 289

Sanitary permit issuances:

2010 Sanitary Permits Issued	
Use Type	New and Replacement
Single Family Homes	443
Restaurants/Bar	2
Condominiums	4
Campgrounds	4
Motels/Tourist Rooming Houses	3

Installations of private onsite waste treatment systems:

2010 Private On-site Wastewater Treatment Summary: Installations		
POWTS Type	New	Replacement
Non-Pressure In-Ground	22	55
At-Grade	2	2
Mound	42	114
Sand Blanket	4	11
Pressurized In-Ground	1	14
Holding Tanks	1	66
ATU	0	6
Replacement Septic Tanks		108
Replacement Pump Tanks		28
Reconnections		26

Expanded inspection of existing private onsite waste treatment systems under Door County Code s.21.03.E(1)(a)2 which requires evaluations of existing private onsite waste treatment systems upon change of ownership or change of interest therein.

Improved quality of private onsite wastewater treatment system installations.

Education of the public on the use and maintenance of existing private onsite waste treatment systems.

Improved communications between our department and agencies such as Fish Creek Sanitary District #1.

Discussions held with Department of Commerce representatives and members of the concrete septic tank manufacturers regarding concrete septic tank quality issues and improvements.

2010 Knowledge Sharing

- Update to Clark Lake area property owners on POWTS systems and comprehensive sanitary survey.
- Septic systems and regulations to Leadership of Door County.
- Learning in Retirement tour of Government Center.

2010 Sanitarian's Department Budget Status

The 2010 adopted budget was \$598,053; amended 2010 budget \$600,719. Actual expenses totaled \$561,861. The 2010 levy appropriation was \$290,554 and for 2009 was \$294,410.

Other Accomplishments

Continue to inventory all existing private onsite wastewater treatment systems and place them on a maintenance inspection/service schedule (3-year report).

Department of Commerce-Safety and Buildings Division audit of Private Onsite Wastewater Program concluded and all was found to be in fine shape.

Disbursed \$154,430 in Wisconsin Fund grant monies to eligible property owners to assist in the replacement of their failing private onsite waste treatment system with a new code compliant system.

Issues, Concerns and Restraints

Relocation of Private Onsite Wastewater Treatment Program and state staff to another state department.

Improvement and accuracy of existing system inspections by plumbers and evaluators.

Reduction of consumer complaints regarding plumbers' failure to complete construction of private onsite waste treatment systems in a timely manner.

Increasing fuel prices resulting in fuel surcharges for pumping of septic and holding tanks to property owners.

Transition from mercury float switch to a type that does not contain mercury per 2009 Wisconsin Act 44.

Goals and Objectives for 2011

Work with plumbers to improve existing system inspection process and evaluation reports.

Complete Liberty Grove Sanitary Survey.

Continue to promote onsite systems as a safe waste disposal treatment method.

Continue to work with the private sector to improve quality of treatment and options for private onsite wastewater treatment system types.

2010 ANNUAL REPORT

DOOR COUNTY SHERIFF'S DEPARTMENT

- A. **Mission Statement:** We, the men and women of the Door County Sheriff's Department, believe that our fundamental duty is to serve and protect the citizens and tourists of Door County with fairness, compassion, and respect. We demand excellence in the quality of our law enforcement, stressing professionalism, integrity, and timeliness, so that those we serve may feel secure. We provide equal enforcement and protection of the law without prejudice or favor. We promote the setting of goals in partnership with the community, and prioritize and address problems based on the concerns of the community. Committed to continuous improvement in law enforcement, we promote and utilize the most modern techniques available.
- B. **Summary of Responsibilities:** Sheriff's Departments in Wisconsin have unique responsibilities that differ from those services provided by municipal law enforcement agencies. These differences are outlined in state statute and require the sheriff's department to provide for the following services;
- 1) The Sheriff is the custodian of the jail and is therefore responsible for all persons ordered into custody,
 - 2) The Sheriff must attend to the security of the circuit courts,
 - 3) The Sheriff must serve and execute all process, writs, precepts and orders issued or made by lawful authority and delivered to the Sheriff,
 - 4) The Sheriff must provide for water rescue and recovery operations for the waters within the jurisdiction of the county and,
 - 5) The Sheriff must enforce all general orders of the department of commerce relating to the sale, transportation, and storage of explosives within the county.

In addition the Sheriff and his or her Deputies shall keep and preserve the peace in the county and quiet and suppress all affrays, routs, riots, unlawful assemblies and insurrections.

C. **Program Summary:**

Jail Division:

- Healthy Relationship Class – Female Inmates - offers parenting, coping and family values education.
- GED/HSED – Sentence Reduction Program
- AODA Group – Meets Weekly
- NWTC Pilot Welding Program – 36 hour basic welding instruction, offered through NWTC Grant.
- Religious Programs
- Alcoholic Anonymous

Investigative Division:

- D.A.R.E. – Drug Abuse Resistance Education Program to prevent drug abuse in children and youth.
- School Liaison Officer for Washington Island, Gibraltar, Sevastopol, and Southern Door schools.
- Prescription Drug Drop Off Program.
- I.C.A.C. (Internet Crimes Against Children)
 - Numerous public education awareness presentations
- Members of various Committee's:
 - CCR(Coordinated Community Response)-Sexual Assault
 - CCR(Coordinated Community Response)-Domestic Violence
 - Alcohol and Drug Coalition
 - I-Team (Interdisciplinary for Elder and Vulnerable Adults)
 - Northeast Wisconsin Investigators Group

Patrol Division:

- The Patrol Division participated in the statewide seatbelt enforcement program called “Click It”. This placed additional patrol deputies on the road during specific times and dates.
- In February of 2010, the Patrol Division completed computer training which now enables officers from their assigned patrol vehicle to gain access to the Sheriff's Department Record Management System.
- Deputies are now able to obtain jail photos of subjects, read prior incident reports and view current request reference to present calls.
- In July “Work Flow” was added to the Spillman Software which enables the Patrol Sergeants to review case reports for accuracy and completeness from their patrol unit.
- Several deputies have completed specialized drug enforcement training designed to teach officers how to properly conduct vehicle searches, the signs / symptoms displayed by an individual using drugs.
- In 2010 Patrol Sergeants and Officer In Charge Deputies were required to attend and successfully complete the First Line Supervisor Course.
- Underage alcohol compliance checks on businesses were performed with improved compliance noted.
- The Patrol Operations Manual was developed to act as a quick reference or guide for the deputies in their decision making.
- Additional units received the in car video cameras.
- Deputies working on a county wide “Active Shooter Presentation” for all county employees working in county buildings.
- Specialized Programs:
 - Boat Patrol
 - Dive Team
 - SWAT Team
 - Technical Accident Investigation
 - Snowmobile Patrol

Communication Division:

- Answer all calls for service promptly, professionally and accurately.
- Maintain a good rapport with all agencies (Law, Fire, EMS, State Patrol, Coast Guard and Constables).

D. Goals / Objectives Achieved in 2010:

- Spillman Mobile placed into the patrol units.
- Training for Deputies on how to properly use Spillman Mobile completed.
- Additional Deputies trained in “RUSH” Vehicle Operator Drug Detection
- Pursue grant money for equipment and additional patrol.
- Patrol Manual Completed.
- Accident Investigation Team receiving additional training.
- Updated FTO Manual
- Reviewed and updated department policy manual
- Video Cameras placed into additional patrol units
- Jail division:
 - Conducted Staffing Analysis.
 - Offered weekly AODA.
 - Upgrade to phone/commissary software.
- Communication Division: Implemented in-house training via CD’s.

E. Knowledge Sharing 2010:

- Electronic release of incidents on a daily basis to local media.
- Host Internet Crimes Against Children informational meetings for parents.
- Collaborative agency crime information networking with state and local law enforcement agencies.
 - Door/Kewaunee Drug Task Force
 - I.C.A.C – Internet Crimes Against Children Task Force
- Provide annual jail tour with the Law Enforcement Judiciary Committee

F. Department Budget Status

Approved 2010 Budget	\$ 7,475,765.00	Actual 2010 Budget	\$ 6,992,079.00
2010 Levy appropriation	\$ 6,698,623.00	2009 Levy appropriation	\$ 6,598,160.00
2010 Budgeted revenue	\$ 777,142.00	2010 Actual Revenue	\$ 591,927.00
		2009 Actual Revenue	\$ 541,064.00

Grants received for 2010: Highway Safety Click-It or Ticket Grant; Department of Natural Resources Snowmobile Patrol Grant; Department of Natural Resources Water Patrol Grant, Bullet Proof Vest Grant, FEMA Port Security Boat Grant, Internet Crimes Against Children Grants, Secure Our Schools Grant.

G. Other Accomplishments:

H. Issues, concerns and Restraints:

- The budget for County Government will always be one of the main concerns for the Department. The Department continues to search for revenue generating opportunities as well as ways to reduce tax levy dollar expenditures.
- Highway Safety – Issues & concerns regarding STH 57 and CTH C intersection due to a higher accident rate.

I. Goals and Objectives for 2011:

- Jail Division:
 - Enter into MOU with Community Programs
 - Install recording equipment Inmate Visitation
 - Revision of CTO Manual
 - Review/Revise Policy & Procedures
 - Jail Lieutenant to complete the 320 hour Criminal Justice Executive Development Institute training program.
- Patrol Division:
 - Continue to implement video camera's and video recorders into each squad
 - Field Service Lieutenant to complete the 200 hour Management and Leadership Training Program.
- Communication Division:
 - Implement monthly training via CD's or in-house training
- Investigative Division:
 - Continue operating the drug drop off program for the public to destroy outdated and unused drugs they have in their homes.
 - Continue to maintain the high level of proficiency involving child sexual abuse cases.
 - Provide more community presentations dealing with internet, credit card and scams that the public is being exposed to.

**2010 ANNUAL REPORT
DOOR COUNTY DEPARTMENT OF SOCIAL SERVICES
Roger C. Tepe, Director**

MISSION STATEMENT

“The Door County Department of Social Services promotes self-sufficiency and family unity. We are dedicated to providing the highest quality of service to individuals and families in a manner that demonstrates respect, integrity and commitment.”

STATUTORY RESPONSIBILITIES

The Door County Department of Social Services is responsible for the delivery of social service programs for children / families / physically disabled adults / frail elderly, and a full array of aging related services. We also operate various financial assistance programs including: Medical Assistance, Food Share, BadgerCare, Wisconsin Shares (Child Care), Energy Assistance and the W-2 / FSET programs. All of the programs are authorized by State Statute and are administered on a contractual basis with the State of Wisconsin.

PROGRAM UNIT SUMMARIES

Each of the program units will briefly summarize their unique responsibilities and indicate the numbers of clients served by program area.

Child and Family Services Unit

This program area serves children and juveniles from birth to age 18, as well as their families. We provide initial screening of referrals and ongoing services to children who are abused or neglected or at risk of abuse or neglect, as well as to juveniles in need of protection or services and delinquent youth.

Although the majority of children and youth that we work with reside with family members in the community, we also handle out of home placements for children and youth who require protection or services beyond what can be provided in their own homes. We also directly provide or contract for services such as electronic monitoring, shelter care and secure detention, restitution and community service, independent living skills training, and parent education.

Child Protection	Child Welfare	Juvenile Justice	TOTALS
91 Investigations of Children in Need of Protection or Services (CHIPS)	37 Cases Accepted for Services	48 Delinquency Petitions 3 JIPS Petitions 2 Civil Law Violations Acted Upon by the Juvenile Court	181 Cases Acted On
51 Screened Out Referrals	27 Cases Not Accepted for Services	18 Cases closed without formal action	96 Cases Not Acted On
TOTAL = 142	TOTAL = 64	TOTAL = 71	277
Action taken 91/142 cases = 64 %	Action taken 37/64 cases = 58 %	Action taken 53/71 cases = 75 %	Action taken 181/ 277 = 65 %

Child Protection / Child Welfare Profile	Juvenile Justice Profile
Sexual Abuse = 40 %	89 % of reports were for Delinquency
Physical Abuse = 35 %	
Physical Neglect = 17 %	62% had prior referrals
Emotional Damage = 5 %	38 % had no prior history
Other = 3 %	
	78 = Number of 72 hour holds

Placement Profile	Source of Referrals
Shelter Care = 30 %	44 % of reports were from Sturgeon Bay PD
Foster Care = 28 %	30 % of reports were from DC Sheriff's Dept.
Kinship Care (relatives) = 21 %	20 % of reports were from other Police Depts.
Residential Care Center = 14 %	5 % of reports were from schools (4 truancy referrals)
Treatment Foster Care = 5 %	1 % of reports were from Circuit Court
Corrections (Sprite only) = 2 %	

Long Term Care Unit

Effective January 1, 2010, the Long Term Care Unit was created from what had been formerly known as the Adult Services Unit. A new supervisory position was created to manage this unit's functions.

The Long Term Care Unit's programs assist elderly persons and adults with physical disabilities in maintaining their independence in the community, utilizing Supportive Home Care services, the Community Options Program, and a series of Medical Assistance Home and Community Based Waiver programs, including Nursing Home Diversion and the Community Relocation Initiative. More specifically, they take intake calls, conduct assessments to determine needs, complete the Long Term Care Functional Screen to determine eligibility, develop care plans, and monitor provision of services to eligible participants. They also provide information and referral to callers who seek assistance but are not eligible for funding or do not wish to participate in our programs.

Long Term Care staff also runs a volunteer grocery shopping program for program participants who require that service. Throughout 2010, supervisory staff participated in planning for a future Aging and Disability Resource Center (ADRC) and a multi-county Managed Care Organization (MCO), both of which should be operational around mid-2012. These two new entities will then assume responsibility for the services currently provided by this unit.

Program Activity – Long Term Care	Totals
New Intakes	145
Assessments completed on newly referred individuals	61
Long Term Care Functional Screens completed on newly referred and ongoing participants	145
Total participants served by Long Term Care programs	122
Waiting List Information	
Number of individuals on the Waiting List on 01/01/10	27
Number of individuals added to the Waiting List during 2010	43
Number of individuals removed from the List and now getting services	21
Number of individuals removed from the List before getting services (e.g. died, entered a nursing home, declined services, etc.)	13
Number of individuals remaining on the Waiting List on 12/31/10	36

Aging Unit (Senior Resource Center)

The Aging Unit operates as a program division within the Department of Social Services; and is often referred to by the name of its Sturgeon Bay facility, the Senior Resource Center; even though it also operates congregate meal sites in Forestville, Baileys Harbor, Liberty Grove, and Washington Island, as well as Meals on Wheels in the immediate Sturgeon Bay area, and on a limited basis in Sister Bay and on Washington Island.

Major areas of service include: (1) Information and Assistance, (2) Nutrition Program, (3) Elderly Benefit Specialist, (4) Transportation, (5) Alzheimer's & National Family Caregiver Support Programs, (6) Senior Citizen / Low Income Free Tax Assistance, and (7) Activities program. The Activities program focuses on exercise and preventive health education, while also encouraging socialization, good nutrition, and many volunteer opportunities.

As the population of Door County continues to age at a faster than average pace, this unit has noticed a lessening of demand for congregate meals and an increased demand for home delivered and frozen meals.

Nutrition Program	Number of Congregate Meal Site Participants	953	Number of Congregate Meals Served	16,038
	Number of Persons Receiving Home Delivered Meals	163	Number of Home Delivered Meals – also includes frozen meals	15,404
	Overall Number of Meals Served	31,442		
Information & Assistance	Number of Information and Assistance Contacts	10,693		
Transportation Program	Number of Senior Center Bus one way trips	8,138		
Volunteer Program	Number of Volunteers	146	Number of Volunteer Hours Provided	3028

Other Program Activities	Totals
Number of times that participants used the exercise equipment, participated in exercise classes, etc.	3,614
Number of participants who had their blood pressure taken by a volunteer nurse	376
Dollar value of benefits obtained on behalf of participants through the efforts of our Elderly Benefit Specialist (1.0 FTE position)	\$ 428,426
Number of Information and Assistance Contacts by the Elderly Benefit Specialist	2,368

In 2010, the Adult Protective Services (APS) functions were administratively moved to the Aging Unit. APS program data is offered below. Once the ADRC is operating on its own, APS will migrate for the final time to become part of the ADRC permanent staff.

Referrals of Elder Abuse and Neglect / Elders at Risk	103
Self – Neglect	60 %
Physical / Emotional / Sexual Abuse or Caregiver Neglect	25 %
Financial Exploitation	15 %

Part of the Adult Protective Services program includes the recruitment and training of volunteer guardians for the Court, as well as acting as the petitioner in some cases and completing comprehensive evaluations and reviews for those persons who are protectively placed by the Court (WATTS reviews).

Other Court Related Activities Done by APS Staff	
Guardianship Petitions	14
Watts Reviews	11
Comprehensive Evaluations	10
Emergency Protective Placements	3

Economic Support Unit

Our Economic Support Unit provides county – wide eligibility determination for major financial programs such as Medical Assistance / BadgerCare Plus / Food Share (Food Stamps) / Home Energy Assistance / Medicaid Transportation / Emergency Assistance / Wisconsin Shares (subsidized Child Care) / Wisconsin Works (W-2) / and FSET (Food Stamp Employment and Training) program. In addition, staff network with numerous other community agencies to obtain supplementary financial assistance for current recipients, as well as for those who don't qualify for our regular financial-related programs.

This unit works closely with other program units within Social Services, other departments within County Government, and other community agencies. With the continuation of the downturn in the local economy in 2010, we continue to see a significant elevation in the number of applicants, many of whom have never been in need of our financial assistance before.

During 2009, the State launched a new, income based health insurance program known as BadgerCare Plus Core Plan (for Adults without Dependent Children). They set up a centralized application process using a statewide Enrollment Services Center (ESC). While this was intended to save time for county agencies, it

had just the opposite effect. Problems continued in 2010 with delayed ESC processing of these applications. Door County's Economic Support staff continues to assist these applicants by helping them reach the staff at the ESC and processing their Food Share benefits locally, which have been delayed by the State ESC backlog.

Total Food Share Cases - 2010 1265 Cases 2995 Recipients	Value of Food Share Benefits to Door County residents in 2010 was \$ 2,446,029	
Total Medicaid / BadgerCare Cases – 2010 1750 Cases 5379 Recipients	Value of Medicaid / BadgerCare Benefits for Door County residents in 2010 was \$ 16,053,051	
22 W-2 Participants 123 Food Stamp Employment & Training (FSET) Participants	Individuals receiving career planning, case management, assessment, and job development services = 145	Individuals placed in unsubsidized employment = 43
Wisconsin Shares (partial child care subsidy for working parents)	Payments of \$ 435,668 on behalf of 235 children	Average annual payment per child was \$ 1539
Energy Assistance program	Provided bill paying / heating emergency assistance	For 995 Door County households

Administrative Services Unit

No agency could operate without dedicated support personnel. In the Department of Social Services Government Center office, the staff provides receptionist / switchboard services, maintenance of data bases, scanning of documents into electronic data bases, typing / filing functions, and accounting services to help us manage our department budget in the most cost efficient manner possible. Similar services also exist at the Senior Resource Center building.

GOALS / OBJECTIVES ACHIEVED IN FULL OR IN PART DURING 2010

- Completed the year with all mandated services delivered within our approved budget
- Completed all program / financial audits with no deficiencies noted or sanctions given
- Completed another year of active planning for a Family Care Program with multiple partners from 6 other nearby counties (planning continues in 2011, with an anticipated start-up date in September, 2012)
- Passed the first of two County Board resolutions (concurrently with the other 6 counties) to create NEW Family Care, our 7 county managed care organization (or MCO).
- Conducted the first series of stakeholder forums with providers and consumers to educate them on the upcoming transition to ADRC / Family Care services.
- Worked with a State consultant to move actively into planning a Door County ADRC program (planning continues in 2011, with an anticipated start – up date in July, 2012).
- Began operating two frozen meal pick-up sites in Northern Door County (Egg Harbor and Sister Bay)
- Collaboratively with the Veteran's Services Office and Door – Tran, we created a volunteer driver program to transport veterans to out of county VA medical appointments, taking advantage of a handicapped accessible van donated to the Senior Resource Center.
- Received grants to continue funding for the Memory Care Connections (dementia / memory loss program) for all of 2010 and into 2011.
- Received permission from the County Board to begin planning a new Senior Resource Center / ADRC / Public Health building in 2011, as part of the 5 year Capital Improvements Plan.
- Competitively bid and began operation of a small scale public transportation system in the Sturgeon Bay area, known as Door 2 Door Rides.

KNOWLEDGE SHARING IN 2010

Although our staff provides some direct community education in the form of presentations, media contacts, health fairs, etc., our interaction with the greater Door County community and its many service providers often takes the form of serving on and / or chairing state, regional, county, or local committees or workgroups on various topic areas. Outreach efforts include:

Child and Family Services Unit

- Integrated Services Program (I.S.P.) / Coordinated Services Team (CST) Coordinating Committee
- Child Health Team
- Coordinated Community Response Team – Domestic Violence
- Coordinated Community Response Team – Sexual Assault
- Sexual Assault Response Team (SART)
- Regional Child Death Review Team

Long Term Care Unit

- Planning team for Northeast Wisconsin Family Care – with the Department of Community Programs
- Long Term Support Planning Committee
- Conducted 3 Family Care informational forums along with DCP staff

Aging Unit and Adult Protective Services

- Planning team for a Door County Aging and Disability Resource Center (ADRC) – with the Department of Community Programs
- Senior Services Advisory Committee
- Nutrition Advisory Council
- Memory Care Connections program
- Created the Door County Caregiver Coalition
- Produced the Door County Resource Guide for Senior Citizens, Persons with Disabilities and their Caregivers
- Produced the publication “Coming Together – Shared Wisdom from Door County Caregivers
- Interdisciplinary Team for Adults and Elders at Risk – involving multiple community agencies
- Participation in the Coordinated Community Response Team for Sexual Assault
- Provided community education workshops on: Issues for Caregivers / Awareness of Elder Abuse / League of Women Voters – Census Information
- Senior Resource Center education programs – on nutrition, promotion of healthy living, arthritis and bone density, joint pain, back biomechanics, etc.
- Door County Transportation Consortium / Door – Tran Board of Directors

Economic Support Unit

- W-2 Community Steering Committee
- W-2 Children’s Service Network
- Job Center Management Team
- Salvation Army emergency assistance - contact agency

BUDGET STATUS

Department of Social Services, including Senior Resource Center Division

Approved Total 2010 Budget	\$ 5,235,633	Actual Total 2010 Budget	\$ 5,719,536 *
2010 Levy Appropriation	\$ 2,045,138	2009 Levy Appropriation	\$ 2,004,933
2010 Budgeted Revenue	\$ 3,190,495	2010 Actual Revenue	\$ 3,420,286 *
		2009 Actual Revenue	\$ 3,517,480

* Estimated figures as of 03/02/11, pending final audit

ISSUES, CONCERNS AND RESTRAINTS

We have a very capable / creative staff and management team at Social Services; but cutbacks / freezes in funding at the Federal, State, and local level still challenge us. Every year, we are asked to do **more** quality work with vulnerable populations, with the **same** or **even less** physical, financial, and staff resources. Significant issues, concerns and restraints during 2010 included:

- Continuation of a property tax levy cap, which limits our ability to even maintain services at existing levels
- Uncertainty about the State budget for 2011 – 2013, which will affect program revenue, staffing, mandate management, etc.
- The budget repair bill and / or the 2011 – 2013 budget bill may bring changes in labor relations if the proposed reduction in collective bargaining rights is enacted (pending as of this writing)
- There is uncertainty about whether Door County and the remaining 6 counties in NEW Family Care will be permitted to transition existing long term cases to a managed care model in 2012; and if so, will the effort be adequately funded.
- Postponement of refilling a vacant position in the Economic Support Unit
- Insufficient staff resources in other key areas lead to delays in the delivery of services or longer waiting lists
- The possibility that any other upcoming vacancies from retirements or resignations may not be authorized for refill.
- Absorption of additional job responsibilities / new mandates with no additional staff, e.g. Section Q referrals from nursing homes, CANS assessments in child placement cases, 90% visitation rate for child placement cases, etc.
- Increasing demand for home delivered and frozen meal programs with limited increases in funding and no increase in staff

GOALS AND OBJECTIVES FOR 2011

- Construct a 2012 budget that maintains key services and minimizes impact on staff, including a provision for the start-up of a new program, the Aging and Disability Resource Center, in an environment of continuing levy limits and likely state funding shortfalls
- Manage the Department of Social Services to stay within approved budget parameters
- Complete the passage of a 2nd County Board Resolution authorizing Door County's participation in NEW Family Care.
- Complete our application to become a single county ADRC and submit this to the State for review and approval.
- Hold additional stakeholder forums for providers and consumers of the ADRC and Family Care programs.
- Continue and intensify joint planning with the Department of Community Programs and our partner counties for the Aging and Disability Resource Center / Family Care implementation, respectively.
- Move the proposed new Senior Resource Center (ADRC & Public Health) building project closer to becoming a reality, i.e. funding, construction
- Expand the Shared Ride Taxi system (public mass transit) in the Sturgeon Bay area, and elsewhere in Door County, utilizing Federal / State transportation grant funding, in coordination with our existing 85.21 funding for the Senior Resource Center bus
- Work with interested citizens in maintaining a private adult day care program in Northern Door County, with possible expansion into a county sponsored adult day care program in the future
- Keep exploring options for some form of closer organizational coordination between Social Services and Community Programs – possibly moving in the direction of a Human Services type department

2010 ANNUAL REPORT
DOOR COUNTY SOIL AND WATER CONSERVATION DEPARTMENT
<http://map.co.door.wi.us/swcd/>

Mission Statement and Summary of Responsibilities:

The Door County Soil and Water Conservation Department is created under the authority of Chapter 92 of Wisconsin Statutes. Chapter 92 gives the SWCD the responsibility for the administration of the County soil and water conservation program and the authority to exercise the powers granted to the Land Conservation Committee. The legislative declared policy of the State in Chapter 92 is to halt and reverse the depletion of the State's soil resources and pollution of its waters. The SWCD has a responsibility, and directive under Chapter 92, to promote landuses and programs which advance conservation and the protection of Door County's natural resources. The mission of conservation and environmental advocacy is the standard by which SWCD programs are developed and implemented.

2010 Soil and Water Conservation Department Program Summary

Aggressive Invasive Non-indigenous Species Initiative - The Door County SWCD maintains a major role in the Door County Invasive Species Team (DCIST). DCIST is a collaboration of natural resource professionals, community leaders and interested citizens who are concerned with preserving Door County's natural environment. DCIST seeks to halt the invasion of exotic non-native plants by empowering citizens with the education, the tools, and the skills necessary to control invasive species.

Agricultural Performance Standards and Animal Waste Storage Ordinance - Inventory agricultural operations for status of compliance with minimum state standards for protection of water quality;

Animal Waste Storage Facility Ordinance - Permits are issued through Chapter 23 of Door County Code. The ordinance regulates the location, design and construction of animal waste storage facilities to reduce the impact to ground and surface water quality.

Beaches - The quality of the surface water at Door County beaches is the focus of a project which the SWCD and Door County Public Health Department (DCPHD) have joint responsibility for. The SWCD is responsible for the pollution source identification, and beach contamination reduction portions of the project. Efforts in 2010 continued to focus on working with the Town of Liberty Grove, Village of Egg Harbor, and the City of Sturgeon Bay to complete their implementation/construction of best management practices to reduce contamination at their beaches. Additionally, in 2010 the SWCD began the process of working with three additional municipalities to implement their BMP's through funding the SWCD received through the Great Lakes Restoration Initiative (GLRI).

Buffer Programs - The SWCD works with several agencies utilizing available funding sources to install vegetated buffer strips in critical and riparian areas, to protect surface and groundwater resources.

Door County Greenprint Project – The Door County Greenprint Model, a joint project with the Door County Planning Department, has been developed to provide an online public access tool for analysis of lands for natural resource protection and land use planning in the county.

Dunes Lake Watershed Study – The SWCD along with The Department of Natural Resources, and The Nature Conservancy have teamed up to form the Dunes Lake Partnership (DLP) to begin the investigation into the cause of the accelerated eutrophication occurring in Dunes Lake, located in the Town of Sevastopol. Partnerships now include the University of Wisconsin- Madison Department of Geology & Geophysics, and the Wisconsin Geologic and Natural History Survey (WGNHS).

Farmland Preservation - Eligible landowners receive income tax credits for maintaining land in farming activities and meeting conservation standards required by the county. 2010 was the first year of implementation for the new Working Lands Initiative. Conservation standards remain the same for existing participants, but new contracts will be required to meet new guidelines to be eligible for tax credits.

Gypsy Moth Suppression Program - This program protects trees from mortality by controlling gypsy moth population outbreaks through an aerial spraying program sponsored by the WI DNR. Aerial spraying typically occurs in late May to early June. More specific information can be viewed at: <http://dnr.wi.gov/forestry/fh/gm/suppression.htm>.

Land & Water Resource Management Plan & Program – The LWRM Plan establishes the SWCD programming and priorities. State funds are allocated to the SWCD by the Wisconsin Department of Agriculture, Trade & Consumer Protection and Department of Natural Resources to address conservation issues identified in the approved LWRM Plan.

Nonmetallic Mine Reclamation Ordinance – Door County Code Chapter 36 is administered by the SWCD and was established to ensure that local nonmetallic mining sites would be properly reclaimed in accordance to State administrative code and Statutes. Annual compliance inspections are performed for each site. Financial assurance is also required and monitored annually to ensure adequacy. There are currently 52 sites permitted through the Door County Code Chapter 36. A total of 4 sites have been reclaimed since the adoption of the program.

Nutrient Management Program - The purpose of the program is to minimize nonpoint pollution in ground and surface waters by avoiding the over-application of nutrients to crop fields through the proper placement, timing and crediting of nutrients such as animal manure, legumes, and commercial fertilizers.

Planning Department Referrals - The SWCD provides technical reviews and onsite inspections of proposed plans for stormwater, erosion control, rockhole alternative protection, mine operations, and land disturbance projects. This review process is included in an inter-departmental agreement between the SWCD and the Planning Department for permitted land uses under County Ordinances.

Targeted Runoff Management Program - A competitive grant program through the Department of Natural Resources to address water quality issues over a two-year grant period.

Technical Assistance Provided - Technical Assistance to the public is a service provided by the SWCD. The SWCD maintains a personnel resource base of diverse knowledge and expertise in natural resources to serve the public. Maintaining a resource network for referrals to other departments and agencies is also an important element of the technical assistance provided to the public. Technical assistance to the public will continue as SWCD resources are available and where the service will provide an environmental or conservation benefit.

Tree and Shrub Program - The tree/shrub and native seed mix program encourages both tree plantings and establishing new grassland/wildflower plantings in the county.

Water Pollution Abatement Cost-share Program - This program financially assists landowners in the cost of installing practices, which prevent and/or reduce ground or surface water pollution.

Wildlife Damage and Abatement Claims Program - The wildlife damage program is a technical assistance program for landowners who are experiencing crop damage from deer, geese, turkey and/or bear. Eligible crops under the program include any commercial agricultural crop. Enrolled landowners must choose one of two public hunting options and follow their abatement plan to remain eligible for assistance, claim payments, and/or abatement reimbursements. If a landowner does not want their land open to the public for hunting, there is a hunting option for them that would allow them shooting permits, but they are not eligible for any claim payments or abatement reimbursements.

Goals/Objectives Achieved in 2010

Aggressive Invasive Non-indigenous Species Initiative - Goals achieved in 2010 were the result of the implementation of a DNR Aquatic Invasive Species (AIS), a Wisconsin Coastal Management Program (WCMP) terrestrial invasive species grant, a Lakeshore Natural Resource Partnership (LNRP) community grant, and a grant from Legacy Bogs LLC. These grants supported both educational and control activities. As part of the AIS grant the LTE inspected 391 boats with 1,035 boaters regarding Clean Boats Clean Water. Volunteer hours totaled over 2,134 for both aquatic and terrestrial work. Grants/donations totaling \$58,043.61 were received in 2010. The LNRP and Legacy Bogs LLC grants were mainly for control work on *Phragmites* on the shorelines of Detroit, Washington, and Chambers Islands. A total of 8.2 acres of *Phragmites* over 33 miles of shoreline were treated by aquatic approved herbicide applicators. Additional inventories in the fall of 2010 have identified another 7 acres of *Phragmites* along approximate 3.5 miles of Door County shoreline. This inventory with volunteers utilizing GPS units will continue into 2011. Additional funding was also received from the U. S. Forest Service (USFS) for the control of non native terrestrial and aquatic invasive plant species. This grant will be implemented in 2011 and 2012 for control of Wild Parsnip and *Phragmites*.

Agricultural Performance Standards Ordinance – This past year 58 notification letters were sent to landowners/operators informing them of the compliance or non-compliance status findings regarding their property. Many of the landowners/operators were offered cost-share funds to facilitate correction of their non-complaint status. Eighty-six follow up letters were sent with compliance achieved from a previous notification. Two enforcement efforts were advanced in 2010 concerning landowners/operators who declined to achieve compliance.

Animal Waste Storage Facility Ordinance - Five waste storage permits were issued for construction.

Beaches - The quality of the surface water at Door County beaches is the focus of a project which the SWCD and Door County Public Health Department (DCPHD) have joint responsibility for. The SWCD is responsible for the pollution source identification, and beach contamination reduction portions of the project. Efforts in 2010 continued to focus on implementation and construction of best management practices to reduce contamination of beach water at municipalities throughout the county. Implementation was completed in Fall 2010 at three beaches: Ellison Bay Town Park Beach, Village of Egg Harbor Beach, and City of Sturgeon Bay's Sunset Park Beach. The SWCD was awarded \$250,000 in funding through the Great Lakes Restoration Initiative (GLRI). The SWCD will continue to work with municipalities throughout the county to implement their best management plans at beaches. It is anticipated that in 2011-2012 three additional beaches will participate. In 2010 the SWCD received \$500 in donations.

Buffer Programs- In 2010 project status reviews resulted in efforts to have a previously cost-shared buffer installation restored. Restoration of the loss buffer will be obtained in 2011.

Door County Greenprint Project - The website was completed and training and I&E efforts commenced in 2010, http://tplgis.org/DoorCounty_Greenprint/. Updates to the data layers and several improvements were made during 2010; updates will continue in future years.

Dunes Lake Watershed Study- The SWCD along with the Department of Natural Resources, and The Nature Conservancy have worked together to form the Dunes Lake Partnership (DLP) to investigate the cause of the accelerated eutrophication occurring in Dunes Lake, located in the Town of Sevastopol. Partnerships now include the University of Wisconsin Madison-Department of Geology & Geophysics, and the Wisconsin Geologic and Natural History Survey (WGNHS). 2010 focused on the groundwater flow throughout the Dunes Lake Watershed. The investigation is ongoing. Currently, the partnership is in Phase IV of the project. In 2010 we received \$500 in donations. To date SWCD has received \$10,000 in Lake Management grant funding from the WDNR.

Farmland Preservation - In 2010, 70 participants were under contract or under Exclusive Agriculture zoning in Door County. In 2010, 70 participants were under contract or under Exclusive Agriculture zoning in Door County. Self-certification forms were sent to all participants and the SWCD will be verifying compliance for participants to remain eligible for tax credits. Those determined to be non compliant have the option to work with the SWCD to achieve compliance and remain eligible.

Gypsy Moth Suppression Program - There were no spray blocks eligible for treatment in 2010 and there were no spray blocks scheduled in Door County for 2011. Gypsy moth populations in 2010 appeared to be on the rise; however a late summer die off of the caterpillars significantly reduced the population.

Land & Water Resource Management Plan & Program – A total of \$62,926 in state cost-sharing was encumbered on a cost-share agreement for a barnyard runoff control and manure storage project in 2010. Funding was carried over for 2011 construction.

Nonmetallic Mine Reclamation Ordinance - In 2010 two sites were transferred to new operators. There are currently 52 permitted mines representing 791 acres which are actively mined and/or unreclaimed. All sites are inspected annually for compliance and adequacy of financial assurance.

Nutrient Management Program - In the spring of 2010, 157 nutrient management plans were submitted to the SWCD, covering 53,407 acres. By the end of 2010, an additional 15 new DATCP Soil & Water Resource Management (SWRM) cost-share agreements and 14 new County cost-share agreements were signed to enroll 1,678 additional acres of nutrient management planning starting in 2011 as well as an additional 2,093 acres where cost-sharing was not accepted by the landowner/operator. Cost-sharing for the 2010 program was provided by a SWRM Grant of \$22,718 and county funding of \$18,076.

Planning Department Referrals - In 2010, the SWCD reviewed 40 projects which included compliance checks for existing projects with operation and maintenance requirements.

Targeted Runoff Management Program - Nine grants totaling \$873,703 in state cost-sharing were applied for and awarded in 2010. Two projects were installed in 2010 with cost-share funds provided to the landowners through the TRM program.

Tree and Shrub Program - 1,790 trees and shrubs and 13 pounds of seed mix were sold and delivered through the Door County SWCD program in 2010. The joint DNR/SWCD program sold and delivered 71,000 trees. Four tree customers also rented the County's tree planters.

Wildlife Damage and Abatement Claims Program – Enrolled 24 landowners for deer and turkey damage abatement. No damage appraisal were conducted 2010. Complaints continue to decrease, which may indicate a smaller deer population and/or that prescribed abatement is effective. In 2010 there were four shooting permits issued to control excessive deer damage; a preliminary count indicates that 4 deer were shot by 3 permitted landowners. The Deer Donation Program for Door County is also administered by the SWCD and in 2010 there were 58 deer donated to local food pantries, compared to 70 deer in 2009 and 253 deer donated in 2008.

2010 Knowledge Sharing

Beaches

- Meetings are on-going at municipalities throughout the county to discuss the implementation of their best management plans at beaches to minimize beach water contamination.
- Presentations continue for local and statewide audiences regarding the SWCD's beach projects.

Invasive Species

- The DCIST website continues to be updated and is a useful resource for many with all of its features including: alerts, video links, printable color publications, online resources and contacts, identification and control methods, and an online calendar of DCIST events.

- o Handouts, brochures, and wildcards were made available at all meetings, presentations, landowner work groups, and workshops administered by the DCIST coordinator.
- o Coordinator presented and administered numerous educational presentations, and hands-on workshops to the general public, organizations, county personnel, landowner groups, and members of DCIST.
- o Clean Boats Clean Waters LTE conducted educational contacts to 1,035 boaters during boat inspections at several boat launches in the county.

Other

- o Greenprint exhibit at the Door County Sustainability Fair.
- o Presented to the Door County Leadership class, school and other groups on various conservation practices.
- o Field trips and presentations for The Ridges.
- o Presentation illustrating the results of the Plum Bottom Closed Depression Dye Tracer Project was given to the Wisconsin Association of Land Conservation Employees.
- o Beach source identification and beach contamination reduction presentations to the Sturgeon Bay Noon Rotary Club.

SWCD Budget Status

Approved 2010 Budget	\$1,992,517	Actual 2010 Budget	\$1,072,627
2010 budgeted revenue	\$1,581,686	2010 Actual Revenue	\$676,291
2009 Levy appropriation	\$434,461	2010 Levy appropriation	\$410,831
2009 Actual Levy appropriation	\$410,027	2010 Actual Levy appropriation	\$396,336

Grants Received for 2010:

Wisconsin Coastal Management Grant (Beach)	\$46,000.00
Wisconsin Land & Water Conservation Association Intern Grant	\$2,000.00
DNR Lake Planning Grant (Dunes Lake)	\$1,472.00
DNR Aquatic Invasive Species Grant	\$32,443.28
DNR Targeted Runoff Management Grant	\$232,370.52
DATCP Soil & Water Resource Management Grant	\$158,836.00
DATCP Land & Water Resource Management Grant	\$28,021.00
DNR Wildlife Damage Claims Program	\$35,209.85
Lakeshore Natural Resource Partnership	\$5,000.00
Wisconsin Coastal Management Grant (Invasive Species)	\$7,407.28

Revenue from Self-funding Accounts:

Waste Permits	\$12,214.49
TRM Technical Support	\$7,701.16
S & W Fund	\$9,138.77
Tree & Shrub Program	\$7,160.65
Nonmetallic Mine Program	\$49,498.40

Donations Utilized in 2010:

Dunes Lake Donations	\$2,136.48
Invasive Species Donations	\$7,685.72
Greenprint Donations	\$27,646.60

Other Accomplishments

- o Village of Ephraim construction site erosion/stormwater runoff control reviews.
- o Individual landowner, local business, and local government drainage problem reviews and conservation planning.

- Lead and arsenic pesticide residue in soils and groundwater information and technical assistance to landowners, potential buyers, real estate agencies, and land developers.
- Individual landowner pond and wetland technical assistance and development.
- Preparation and review of farm operation specific prioritization maps for the winter spreading of animal waste to reduce water quality impacts.
- Surveying design and stormwater runoff control planning assistance to the Door County Parks Dept and City of Sturgeon Bay on stormwater detention ponds.
- Conducted compliance inspections on stormwater runoff construction projects and construction site erosion practices.
- Conducted approximately 75 site reviews of cost-share projects with contractual operation and maintenance periods.
- Assisted NRCS with EQIP sign-up and implementation.
- Conservation planning with farmers for proper resource management.
- Installation of stream identification signs across the County.
- Installation of monitoring wells within the watershed of the Dunes Lake Watershed.
- Successful update of the Land and Water Resource Management Plan.

2010 Conservation Practice Summary

2,279	Volunteer Hours of Invasive Species Control work throughout Door County
8	New nutrient management plans submitted/3771 acres new cropland acres enrolled in the nutrient management program
52	Nonmetallic Mine Reclamation Plan Review/Permits
24	Topographic/PS/Laser Surveys
32	Planning/Design with Landowners
3	Animal Waste Storage Systems
1	Milkhouse Waste Collection Systems
157	Nutrient Management plans/53,407 acres
1	Barnyard Runoff Control Systems
40	Stormwater Management/Erosion Control Reviews
7	Well Abandonment
7	Deer harvested on three of seven shooting permits issued in the WDACP
58	Deer donated in Door County through Deer Donation Program
391	Boats inspected by <i>Clean Boats Clean Waters</i> LTE
1,035	Boaters contacted during <i>Clean Boats Clean Waters</i> inspections
130	Landowners authorized for Phragmites treatment
8.2	Acres or 33 miles of shoreline Phragmites treated

Issues, Concerns and Restraints:

Program demands and natural resource protection needs are continuing to expand while fiscal and staffing resources are limited or decreasing.

Goals and Objectives for 2011:

1. Maintain existing natural resource protection programs implementation during challenging fiscal year.
2. Locate and/or develop new program support revenue streams.
3. Continued implementation of agricultural nonpoint water quality performance standards.
4. Continued funding and support to efficiently and effectively draft a Lake Management Plan for the Dunes Lake Watershed Study.
5. Obtain additional funding for aquatic and terrestrial invasive species control work for DCIST.
6. Secure additional grant funding for implementation of final design plans for the beach contamination reduction project.
7. Conduct additional acres of nutrient management implementation compliance reviews.
8. Continue Greenprint training to agencies, staff and public. Increase awareness of the model.
9. Advancement of the designation of the Northeast Wisconsin Karst/Carbonate Bedrock Management Zone
10. Increase the number of wells abandoned through the Well Abandonment Cost-share Program.

2010 ANNUAL REPORT

DOOR COUNTY TREASURER'S OFFICE

Mission Statement

The Door County Treasurer's Office strives to provide efficient and accurate accounting of county funds and excellent service to the taxpayer.

Summary of Responsibilities

- ❖ Collection, deposit & distribution of all county funds
- ❖ Collection of current and delinquent property taxes
- ❖ Storage of tax records
- ❖ Foreclosure and sale of tax delinquent property
- ❖ Distribution of all accounts payable & payroll checks

Program Summary

- ❖ Summary of Money Received January 1st to December 31st 2010

Tax Settlement	\$ 16,098,692.25
State Credit on Real Estate & Personal Property	\$ 5,807,975.92
Sales Tax Credit	\$ 2,867,740.89
County Tax Collections	\$ 20,410,139.64
Redemption Tax Collections	\$ 1,993,220.92
Special Assessments	\$ 26,830.40
Gain on Tax Deed Sales	\$ 10,000.00
Interest on Taxes	\$ 399,443.95
Interest on Special Assessments	\$ 1,066.89
Penalty Charges	\$ 200,242.28

- ❖ Delinquent Totals December 31, 2010

Delinquent Tax Sale Certificates	\$ 1,675,660.42
Delinquent Special Assessments	\$ 57,226.09

- ❖ Door County Sales Tax Summary

Total Sales Tax Collections for 2010	\$ 2,867,740.89
Total Sales Tax Collections for 2009	\$ 2,903,388.99

Goals & Objectives Achieved in 2010

- All property taxes collected for 15 of 19 municipalities. The Town of Jacksonport added this year making all property taxes north of the City of Sturgeon Bay now collected by the county.
- Added bank property tax collection by North Shore Bank
- E-checks now accepted for payment of taxes. Reduces the cost of an electronic transaction for the taxpayer.

Knowledge Sharing 2010:

Annual Clerk-Treasurer's Meeting – October 26, 2010.

Department Budget Status:

Approved 2010 Budget	\$ 167,246.00	Actual 2010 Budget	\$ 172,428.00
2010 Levy Appropriation	\$(516,954.00)	2009 Levy Appropriation	\$(376,140.00)
2010 Budgeted Revenue	\$ 462,300.00	2010 Actual Revenue	\$ 689,382.00
		2009 Actual Revenue	\$ 541,028.00

Note: A negative number reduces the tax levy

Goals for 2011:

- ❖ Support legislation that reduces costs to the county such as publishing unclaimed property on the internet.
- ❖ Continue to direct the public to our internet site. Cuts down considerably on calls for information to the office
- ❖ Attempt to update payment information directly to our system for credit card and e-check payments.

2010 Treasurer’s Report

In 2010 the Door County Treasurer’s Office added Jacksonport to the list of municipalities that have all property taxes collected by the County. That brings to 15 of the 19 municipalities now using this service. Over 57 million dollars was collected in the months of December and January and that amounts to 85% of over 41,000 parcels that are levied property taxes.

The office also added North Shore Bank with 3 locations to the list of banks that collect property taxes on behalf of the County. Along with Bank Mutual, taxpayers have the option of paying their property taxes at 3 bank locations in Sturgeon Bay and one location in Sister Bay.

In addition to credit cards for tax payments, the county taxpayers can now make an e-check payment directly from their checking account for a very nominal charge. This is definitely the wave of the future.

As a sign of the times, delinquent property taxes continue to increase the past few years. Though this may seem like a large amount, it is only 1 ½ to 2% of the total taxes levied each year. In any given year, only a handful of parcels are foreclosed on by the county for non-payment of taxes. These numbers show you that a large majority of taxpayers continue to pay their property taxes on time.

Jay Zahn
Door County Treasurer
2010

Door County University of Wisconsin-Extension 2010 Annual Report

Your county
extension office



UW
Extension
Cooperative Extension
Door County

Mission Statement

UW-Extension extends the knowledge and resources of the University of Wisconsin to people where they live and work.

Summary of Responsibilities

The Door County University of Wisconsin-Extension office designs and delivers educational programs based on the needs of the county. Educational programs are offered in four broad areas: 1) Community, Natural Resources, and Economic Development, 2) Family Living, 3) 4-H Youth Development, and 4) Agricultural – Crops and Soils. Also housed within Door County University of Wisconsin Extension is the Wisconsin Nutrition Education Program. This program provides educational programming in nutrition education. Within these broad areas, professional educators align themselves with specialists from the University of Wisconsin system to deliver unbiased research based educational programs based on the needs of the county.

The Agriculture and Extension Education Committee (AEEC) is responsible for supervision of Extension programming, as specified in Wisconsin Statute 59.56. In a collaborative effort, the AEEC and professional educators work together to fulfill the mission of UW-Extension. The committee is comprised of Cletus Fontaine, Chair, Leroy Liebe, Vice Chair, Dan Austad, John Neinas, and Patrick Olson.

Objectives and Outcomes Achieved in 2010

Community, Natural Resources, and Economic Development – Rob Burke

Strengthening Door County Nonprofit Organizations

In 2010, Burke provided 13 Nonprofit Organizations and one local government body (Village of Egg Harbor) with educational programs and facilitation on strategic planning, board development, organizational development, goal setting, and conflict of interest issues. Burke planned and facilitated 18 separate workshops for these organizations. Approximately 135 individual board members, staff, and volunteers participated in these activities, thereby strengthening their organizations and building capacity.

In 2010, Burke also completed four of the five Nonprofit Board Development workshop series, training nonprofit board members and executive directors on Board Responsibilities, Financial Responsibilities of Boards, New Trends Affecting Nonprofits, Running Effective Meetings, and Succession Planning. A total of 80 participants were served. Over 85% of workshop participants indicated an increase in knowledge or skills related to the workshop topics. Participants noted that they benefitted from the presentations and handouts, but were especially helped by interactive role-playing, case/scenario analysis, and group sharing. Example comments: "...what I found helpful were the handouts on roles, facilitation styles, facilitation techniques – this was all new to me. I'll copy a lot of this for our new chairman - I know he'll be grateful!" "I found the electronic polling mechanism interesting in terms of group knowledge. This first session overview was helpful – a lot of information without getting buried." "I appreciated the review of different kinds of financial statements and Sarbanes Oxley – I had never heard of that."

Family Living – Pam Peterson

Strengthening Families, especially low income, at-risk populations

- Family Living Programs partnered with Sturgeon Bay Head Start to deliver a comprehensive program to low income families. Classroom instruction was provided to students one to two times per month. Head Start families were invited to participate in five parent meeting nights which included an educational component for parents, an opportunity for students to demonstrate what they learned in class, a nutritious family meal, and family activities to enhance positive interactions. Families were also invited to participate in special family activity days. A home visitation component was open to all Head Start families. Teachers strongly

encouraged families with special needs (parents/children with cognitive delays, mental health issues, single parents, and social services involved families) to enroll in the home visitation component. Ten families received home visitation throughout the school year from the UW-Extension family living educator/senior social work student field placement from UW-Green Bay. The “Raising Healthy Eaters” curriculum and other materials were used during home visits with the goal of increasing consumption of fruits and vegetables, decreasing sugar-sweetened beverages and improving quality and quantity of family meals (increased interaction at the table, cooperative meal preparation, and decreased television time during meals). Human subjects’ approval was received from the University of Wisconsin – Extension Institutional Review Board for the project.

- Literacy and parenting programs such as Books for Babies, Bookworms and age-paced Parenting the First, Second and Third Years Newsletters provided parents with information and skills to engage children in reading activities, enhance parenting skills and optimize child development.
- Caring for an ill or disabled family member is rewarding but stressful. Research shows that caregivers are at high risk of depression and stress-related illnesses. At an estimated cost of \$257 billion nationally, caregiving exceeds costs associated with home health care (\$32 billion) and nursing home care (\$92 billion). Powerful Tools for Caregivers addresses the needs of caregivers to deal with stress and master difficult caregiving decisions. Because of increasing numbers of family caregivers and their need to learn more effective self-care techniques, the six week program was offered three times throughout 2010.

Outcomes

- Home visitation made a difference in measurable outcomes for Head Start children. Families were assigned to control and experimental (home visitation) groups. The home visitation group pretest indicated only 33% of families eating meals with the television off; by the end of the study, 89% reported eating meals with the TV off. The control group showed no change with 57% and 55% at the beginning and end of the study respectively. Comparing the control group with the home visitation group, the latter increased servings in all food groups, decreased servings of sweetened beverages and sweet/salty snacks. Control group consumption of fruit and vegetables remained unchanged pre and post test. Implications for improved health, lower medical and dental costs may be significant.
- The collaboration with Head Start utilizes a UW-Green Bay field placement supervised by the Family Living Educator. The student provided 580 hours, providing a value of \$12,887 based on employment figures provided by the Bureau of Labor Statistics.
- Research evaluating the effectiveness of the Parenting the First Year Newsletters found the newsletter reduces the frequency of parents using physical discipline with infants, especially among parents who are socially isolated, and results in parents providing a more intellectually stimulating home environment which enhances early brain development.
- The Door County Bookworms Project is committed to providing books to low income pre-school children, who may not otherwise own books. The Door County HCE raises nearly \$2,000 annually to support the project. Volunteer readers provided more than 100 reading hours to 80 preschool children. The total volunteer hours x \$20.25 per hour provides a value of \$2,106 to Door County.
- Powerful Tools for Caregivers participants found value in the program which was rated overall on a scale of 1 (poor) to 10 (excellent) as, range 7 – 10, mean rating 9.4.

4-H Youth Development – Dawn Kuelz

Objectives

- Increase 4-H Youth Development enrollment and increase the number of 4-H clubs to expand the reach of 4-H Youth Development programming.
- Strengthen the 4-H club experience by training clubs on creating a welcoming environment, implementing the three parts of an effective meeting and how assessing a 4-H club can be helpful.
- Create collaborations to program toward the National 4-H Headquarters Mission Mandates (Healthy Living; Science, Technology, Engineering & Math; and Citizenship).

Outcomes

- In 2010, youth membership and adult leader numbers stayed fairly steady in the county. There were 240 members and 110 leaders enrolled in 4-H in 2009-10. Those numbers are down very slightly from 2008-09, but are consistent when compared to enrollment data over the last 5 years. However, it points out a need for more promotion and brand recognition for the 4-H program in Door County.
- Conducted a training for 4-H clubs on making their groups more welcoming and inclusive, incorporating the 3 parts of an effective meeting (business, education & recreation) and different ways to evaluate or assess your 4-H club. Seven out of 9 clubs were represented at the training held.

- UW-Extension 4-H Youth Development, Family Living and WNEP Staff, along with a representative of the Public Health Department enrolled and participated in an online class offered through Cornell University titled *Preventing Childhood Obesity: Using an Ecological Approach*. The course encouraged our local team to brainstorm and develop an action plan that could be implemented locally to impact the climbing rates of childhood obesity.
- 4-H clubs completed 1,200 hours of community service projects benefiting Door County non-profit organizations. Using the current value of volunteer service (\$20.25 per hour), the 4-H clubs provided almost \$25,000 in hourly service. In addition to the \$7,000 given in cash donations to local organizations, this totals \$32,000 in support and donations to local groups!
- The adult volunteers in the 4-H program also provide much needed service and support to Door County youth. Annually, 4-H volunteers provide on average 50 hours of service to educational projects, organization support, and other mentoring roles. The leaders' hours total up to around \$125,000 worth of value to the Door County 4-H Youth Development Program and the community in general.

Agriculture – Crops and Soils – Dean Volenberg

Viticultural Development in Wisconsin

- The Wisconsin viticulture and wine industry can be part of the solution for increasing prosperity during these depressed economic times. A recent economic impact study conducted on the Iowa viticulture and wine industry showed that for each dollar spent on Iowa wine results in \$30 cycled through the Iowa economy. Imagine that \$10 bottle of local wine you purchased has the economic benefit of cycling \$300 through the Wisconsin economy. Survey results show that visitors to Wisconsin wineries spend between \$25 and \$35 per visit, suggesting a large economic multiplying effect for not only Wisconsin, but the local economies as well. The viticulture and wine industries of Wisconsin and Iowa are very similar in the number of wineries and the acres of grapes. A major contrast between the industries is that Wisconsin produces much more wine than Iowa. The states also differ in respect to tourism, specifically agri-tourism.

A major component of my educational programming has been to help drive forward the viticulture and winery industries with the sole intent of fostering agri-tourism. Many of my efforts are statewide, although I consciously try to maintain efforts not only to Door and Kewaunee counties but regionally within northeast Wisconsin. An aside; many of you connected to UW-Extension over the past several decades likely connected to agricultural agents that were generalists. Generalist agriculture educators covered a broad number of subject areas, from dairy and livestock to fungal pathogens. Today however, agriculture has become much too technical for generalist agricultural educators to be effective. Although, my academic and experiences in agriculture are broad, my focus continues to be on bringing forth the viticulture and wine industry in Wisconsin.

- This past year, I conducted six major seminars and workshops on several different aspects of grape production. The most memorable was speaking at the Wisconsin Fresh Fruit and Vegetable Growers Conference, in which more than 50 new grape growers attended a half day workshop for beginning grape growers.

Grape Programs/Workshops Conducted

- Grape Vine Nutrition
 - Grape Pruning Seminar and Workshop
 - Growing Grapes in the North
 - Updating Your Grape IPM Plan
 - Site Selection for Vineyards
 - When Does IPM Begin
- Wisconsin grape growers received weekly integrated pest management scouting reports that were published from my desktop. This year the reports included timely information on grape pathogens written by Steve Jordan of the Department of Plant Pathology at UW-Madison. Fungal pathogens are the most limiting factor in producing high quality wine grapes. The digital reports were sent to over 150 grape producers in Wisconsin and also are received by grape growers in MN, IL, and MI.
 - The 2010 growing season was the first year of grape production for the grape varietal trials established at three different climatic sites in Wisconsin. These varietal trials were initiated by a collaborative effort of the Agricultural Experiment Stations and UW-Extension. My efforts were to write the grant proposal that was funded for over \$140,000 over four years. Now that fruit production has begun, we will begin quantifying fruit quality and yield as well as initiating research that explores cultural methods to improve grape quality.

Serving the Small Farm Fruit and Vegetable Producer

- 2010 was the first year of fruit production for the blueberry varietal trial established in 2007. Results from the trial over the next few years will help in suggesting blueberry varieties that are prolific for northeastern Wisconsin. First year fruiting results suggest that the variety “Patriot” is high yielding and produces large tasty berries.
- For the past two years I have produced a local producers guide that lists local agricultural producers that produce food or fiber and sell to consumers. This guide has been used by not only traditional consumers, but by restaurants, and other entities looking to bring local produce into their offerings. Each year the book is updated as new producers enter and some producers exit the agricultural profession.
- A high tunnel workshop was conducted at the Peninsular Research Station to introduce growers to the possibilities of growing under high tunnels. High tunnels are similar to a greenhouse, but are unheated. The high tunnel’s main purpose is to extend the growing season on both ends of the season. This workshop was attended by over 80 participants and participants had the opportunity to see how a high tunnel was constructed on site at the Research Station.

Agronomic Crop Production

- Western Bean Cutworm continues to be a major pest for corn growers that plant either conventional corn or non Cry 1F corn hybrids. To help manage WBC, a pheromone trap network has been established in Door and Kewaunee counties, to help predict when or if growers need to apply protective pesticides. WBC often cycles between very high populations that can be very destructive to low populations that have little to no impact on corn yield. The trapping network allows growers to monitor WBC populations and at times avoid prophylactic pesticide applications if they are not determined to be necessary. Thereby saving money and not risking themselves and the environment to pesticide exposure.
- Winter wheat variety trials were conducted at the Peninsular Agricultural Research Station. The trials provide winter wheat producers the opportunity to view “new” varieties and evaluate them for disease resistance, and other agronomic performance factors. These trials are evaluated for yield, disease resistance, and lodging. These trials provide growers needed information on wheat performance in local conditions. The University of Wisconsin does provide similar trials at other locations in the state, but these trials are located in areas that have very different climatic conditions than Door County.

Outcomes

- The grape IPM Report reaches over 150 grape growers throughout Wisconsin. This past year the growers were surveyed to determine the utility of the Grape IPM Report. The report is read by over 93% of the respondents and over 70% of the respondents found the information contained within the report very useful. More than 75% of the respondents have used information contained within the report to adopt at least one new IPM practice. More than 57% of the respondents used the report to reduce or minimize pesticide use and more than 65% of the respondents replied that information contained within the reports have been used to adopt a reduced risk alternative to manage a pest. The survey had a 24% response rate. Below are a few written comments from respondents of the survey.

“Well done and highly effective - thank you for all your efforts”

“Unquestionably the most clear, concise and focused report we have for growing grapes in Wisconsin”

“We have been more aware and responsive to the needs of the vineyard as it relates to the needs of pesticides and the intervals of spraying”

“We really like receiving these reports – as we are newbies to the world of grape growing, this is a very valuable resource for us”

- In 2010 I thought the Western Bean Cutworm project was nearing the sunset and I was simply going to move onto other projects. However, corn growers that had participated in the project in the past saw great value in the WBC monitoring project. When major stakeholders and clients see value in Extension efforts then I believe that you are doing something right. As the 2010 corn season came to a close, WBC monitoring participants would like to see this project continue in 2011. One of the benefits corn producers see from this project is the potential to not apply pesticides unless they are needed. This saves corn producers money and has the benefit of not introducing pesticides into the environment.
- The local producers guide that lists agricultural producers that sell to consumers is a publication that demonstrates overall appeal to many people of Door County. This guide helps restaurants, grocery stores, or household consumers find local producers. Although the initial impetus for compiling such a guide was to provide local restaurant owners/chefs an avenue to find locally produced fare, the guide is now being used by many throughout the county who have taken interest in the buy local program.

Wisconsin Nutrition Education Program (WNEP) - Jenny Spude, RD, Nutrition Coordinator, Imelda Delchambre & Barb Stauber, Nutrition Educators

The WNEP is a UW-Extension nutrition education program that helps limited resource families and individuals choose healthful diets, purchase and prepare healthful food and handle it safely, and become more food secure by spending their food dollars wisely. WNEP is funded by federal dollars. In 2010, we made 1,705 teaching contacts at example locations such as Head Start, Food Pantries, orchards/gardens, Senior Centers, family homes and at the Sturgeon Bay location of Northeast Wisconsin Technical College (NWTC).

In one effort to increase food security and offer gardening access to those without space, we continue to lead the effort in establishing a community garden in Sturgeon Bay called, The Community's Garden. The Community's Garden is a non-profit organization run by a Board of Directors. Last year the garden opened for gardeners in August. Even though there was a late start to the gardening season, 10 families planted in their 20'x20' garden plot. For the 2011 growing season, 48/48 (100%) community garden plots are reserved. Renters consist primarily of families, however 12 of the plots are rented by organizations, to teach gardening to clients or for others to "plant rows for the hungry".

In 2010, one new request we focused on was for nutrition programming with limited income Door County Seniors. We established relationships with staff at the Door County Senior Resource Center and the Prince of Peace Church. We now program monthly with Seniors at the Washington Island Resource Center, Sturgeon Bay Senior Resource Center and Oasis Center at the Prince of Peace Church. We made 576 teaching contacts at the three sites during the year.

Grants Received

- AODA Grant for Strengthening Families for Parents & Youth 10 –14 Program, \$2,300
- Raibrook Foundation for Barn Quilt Project, \$1,000
- United Way Endowment Grant for Head Start Collaborative, \$350
- Kiwanis Clubs of Sturgeon Bay and Northern Door provided contributions of \$380 for Parenting the First, Second & Third Year Newsletters
- Tundra Park Lodge gift certificate overnight stay & water park passes for Head Start Collaborative, \$210
- Wal-Mart for Head Start Collaborative & Barn Quilt Project, \$55
- Subway Sandwich Shop for Head Start Collaborative, \$56
- Ethics & Boundaries registration for field placement supervision from UWGB, \$88
- Door County Dairy Promotion Committee for Head Start Collaborative, \$100
- Through the Eyes of a Child Conference registration, \$125
- Fundraising/donations to Barn Quilt Project, \$1,019
- Eastern District Professional Development Grant -- \$500.00
- WAE4-HYDP National Conference Attendee Grant -- \$740.00
- WAE4-HYDP Grant to Attend Joint Council of Extension Professionals National Leadership Conference -- \$970.00
- UWEX Family Living Program Area – Cornell University Childhood Obesity Course -- \$285.00
- Sustainable Agriculture Research Education (SARE) Professional Development Travel Grant - \$500
- Door Peninsula/Northeast Wisconsin Fruit IPM Improvement Program, EPA Grant \$61,500
- Grape Quality of Cold Hardy Wine Grapes Produced In Different Regions of Wisconsin, Specialty Crop Block Grant \$50,890
- Door County Dairy Promotions Grant, "Promotion of dairy foods in nutrition programming" with JAK's Place (mental health resource center) and Door County Community Programs (teaching life-skills cooking for those with disabilities) - \$250 and for Head Start projects \$100

Accomplishments and Awards

- 2010 Board of Regents Diversity Award in the team category for work as part of the Multicultural Awareness Program
- Met Life Award of Excellence (one of five nationwide) for 4-H Winter Leadership Camp

Goals and Objectives for 2011

Community, Natural Resources, and Economic Development

- Support the 2011 Door Kewaunee legislative days program by developing legislative and state agency agendas, training and orienting delegates, organizing state agency meetings and coordinate discussions and presentations to agency officials.

- Strengthen the management of Door County nonprofit organizations by providing programming and assistance in board development, strategic planning, and goal setting.
- Collaborate with the Door County Economic Development Corporation, and other local economic development/business organizations to jointly promote job creation and community economic development throughout Door County.

Family Living

- The UW-Extension Head Start Collaboration will provide programming to low income families to build financial resiliency making families more self-sufficient in declining economy; improve parenting skills/family interaction to reduce child maltreatment and problematic child behaviors; improve nutrition to decrease medical issues caused by obesity/overweight.
- Replicate findings from 2009-2010 study regarding fruit and vegetable consumption, quality and quantity of family meals.

4-H Youth Development

- Continue to develop more connections in the community in order to strengthen all 4-H programs through increased youth involvement.
- Increase educational programming for diverse and varied audiences.
- Continue teamwork efforts within the office to strengthen programming and demonstrate the value of Extension programming.

Agriculture – Crops and Soils

- Local producers will learn from consumers of local foods, specifically the restaurant chefs/owners, what and how they can match or exceed their needs for introducing local fare. Two years ago, I brought together these two groups (restaurant owner/chefs and local producers) in an attempt to have these two groups forge working relationships. Over the past two years some very good working relationships have evolved. Now I would like these groups to provide testimony of how this occurred and what hurdles they had to overcome to have a successful working relationship. Surveys and testimonials would provide needed information for documenting and publishing facts on how others in either the trade of food production or food preparation can establish beneficial mutual partnerships.
- New research will be initiated on winter barley production and management. This work is being driven as more growers are in need of management information for winter barley production. Winter barley is a fairly new crop to northeastern Wisconsin. The crop is mainly used in the malting process and ultimately ends up in the production of fermented barley beverages.

Wisconsin Nutrition Education Program

- Address food security in our community:
 - Continue to provide administrative development and education at The Community's Garden.
 - Increase awareness of food resources such as Free or Reduced School Lunch & Breakfast Programs, Food Pantries, FoodShare, WIC and other community programs.
- Focus educational efforts on addressing childhood obesity:
 - Develop programming partnership with local Boys & Girls Club.
 - Teach classes with families on food systems, food security, growing/harvesting/cooking. One example will be Food for Health.
 - Develop programming partnership with local elementary school by meeting with teachers, parents and children to determine most effective methods of teaching to promote fruits/vegetables. State administered grant, 5 year cycle grant will assist in the implementation of programming.

2010 ANNUAL REPORT DOOR COUNTY DEPARTMENT OF VETERANS SERVICES



A. Mission Statement: Provide all military veterans of Door County and their families with a single, comprehensive and seamless access point to the services and benefits which they have earned from both the United States Department of Veterans Affairs (VA) and the Wisconsin Department of Veterans Affairs (WDVA). Additionally, we strive to foster partnerships with and among veterans' organizations, other State and Door County agencies and other concerned parties; to leverage all available resources to enhance the quality of life and to inspire continuing public recognition for our veterans.

B. & C. Summary of Responsibilities/Program Summary: While operating as a Department of Door County Government, the two nationally Accredited Veteran Service Officers provide information and access to benefits primarily provided and administered by the US Department of Veterans Affairs and the State of Wisconsin, Department of Veterans Affairs. The Door County Veterans Service Office (VSO) initiates applications for veterans and their dependents for a wide array of benefits including:

- Assistance with applications and documentation of eligibility resulting in \$4,437,000.00 in Compensation and Pension benefits paid to Door County Veterans. This represents an increase of \$737,000 over CY 2009.
- Home Mortgage Loans
- Home Improvement Loans
- Personal Loans
- Compensation for service connected disabilities
- Pension Benefits
- Death Benefits including: burial plots, grave registration, Funeral expenses, headstone and grave markers, and if necessary indigent burial costs.
- Medical and education grants
- VA healthcare
- Transportation for veterans to and from VA Medical appointments at Milwaukee, Cleveland, Tomah, Green Bay, Appleton and Iron Mountain Hospitals/Clinics
- Federal and State GI Bill entitlements
- Correction of erroneous military records
- Federal Life Insurance benefit claims
- Administering Veterans Service Commission Financial Aid
- Administering Veterans Service Council Financial Aid
- WI Veterans Home Residence/Nursing Home Membership Applications
- Recording/Certification of Veterans Discharge Documents
- TRICARE/TRICARE for LIFE/CHAMPVA veteran health insurance programs information and assistance
- Coordinate care packages to deployed service members.

Our target Door County Veteran Community is estimated to be between 3,031 (2010 Census Data) and 3,500 (CVSO Data Base). These veterans often have family members/dependants who have benefit eligibility. Additionally, the overall demographics show an age increase resulting in an increase in requests for information and assistance with health and financial challenges. At the same time however, our youngest veterans are returning from recent deployments with a wide range of new health challenges. Hence, we see a significant focus on:

- Veterans suffering from presumptive illnesses related to exposure to Agent Orange during Vietnam theater deployments. The VA continues to add illnesses to the list of presumptive conditions.
- Veterans suffering Post Traumatic Stress Disorder (PTSD) and Traumatic Brain Injury (TBI) both signature complications of current deployments in war zones by US forces.
- Eligible spouses and dependent children of younger Veterans
- Veterans returning from Operation Enduring Freedom and Operation Iraqi Freedom Veterans experiencing financial need having lost employment, been temporarily laid off, or having seen a reduction in wages/hours of employment
- Mature veterans who are moving to Door County having retired from post military service civilian careers
- Family requests for newly deceased veterans

In November the incumbent CVSO Scott McFarlane was recalled to active duty with the US Army and Kenneth Rock agreed to serve as CVSO in his absence through December 31, 2011. Ken is an accredited CVSO who served Door County in this same interim capacity in 2007-2008 when Scott was recalled to active duty at that time.

D. Goals and Objectives Achieved in 2010:

- Assisted with applications and documentation of eligibility resulting in \$4,437,000.00 in Compensation and Pension benefits paid to Door County Veterans. This represents an increase of \$737,000 over CY 2009.
- Processed 131 death benefit cases
- Processed 6 personal loan applications through WDVA for a total of \$80,000.
- Processed no applications for Home Improvement Loans from WDVA (Poor economy has affected these applications)
- Processed 10 VA Mortgage Loan applications. Currently there are 41 VA guaranteed Home Mortgage Loans in Door County for a total of \$1,657,274.
- Total benefits accrued by Door County veterans from WDVA programs processed by VSO staff totaled \$7,702,000.
- The VSO experiences walk-in traffic averaging 40 to 50 office visits per week and approximately 25 telephonic consults per day.
- The VSO staff continues to assist the Door County Property Committee and the Building Maintenance Department with continuing attention to maintenance of the Door County Fallen Veterans Memorial
- Conducted quarterly meetings for the Veterans Service Commission and the Veterans Service Council enlisting and directing their efforts in support of the VSO and Veteran causes.

E. Knowledge Sharing 2010:

- Provided regular updates to Veterans Service Organizations on benefit and program changes.
- Interfaced with Door County Department of Community Programs and Door County Department of Social Services/Senior Resource Center, the Door County Sheriff's Department and the Sturgeon Bay Police Department to disseminate/share information on veterans programs and to limit duplication or unnecessary overlap when more than one County Department provides benefits/services to the same client.
- Outreach included radio interviews, radio spot adds and newspaper articles

F. Departmental Budget Status:

Approved 2010 Budget	\$151,581.00	Actual 2010 Budget	\$153,993.46
2010 Levy appropriation	\$136,701.00	2009 Levy appropriation	\$136,901.00
2010 budgeted revenue	\$10,880.00	2010 Actual Revenue	\$13,294.46
		2009 Actual Revenue	\$13,187.89

G. Issues, Concerns and Restraints:

- December brought an unanticipated crisis with the sudden withdrawal of the long standing relationship by the American Red Cross, who for years had provided transportation to Door County Veterans to the many regional VA Hospital and Community Based Outpatient Clinics (CBOC) at an affordable cost. This resulted in an unprecedented multi-departmental cooperative effort to establish a new in-house

transportation system which would use volunteers driving a wheel chair equipped van (generously donated to the County) which is intended to be economical enough to be funded by the Veterans Department 2011 approved budget. This system began operation in mid February 2011 and is operating each Thursday of the month. Trips depart from and return to the Senior Resource Center transporting eligible veterans to confirmed appointments in Milwaukee, Cleveland, Green Bay, Appleton or Tomah in Wisconsin or to Iron Mountain, Michigan as needed.

- The recall to active duty of our incumbent CVSO in November has progressed with minimal impact on our Veterans Community. With Ken Rock having served in this position previously in 2007-2008, his transition back into the Department Head position has been relatively seamless.
- Statewide, the Veterans Service Offices and the Wisconsin Department of Veterans Affairs are moving toward implementation of a common computer web-based office management software package called VetraSpec. Although the initial costs to implement the package appear to be in the \$1,500-2,500 range, annual recurring costs would likely net out at approximately the same or a little less than we currently are paying for the VIMS package we are now using. The benefits would include dramatically reduced Information Systems management involvement and secure storage hardware requirements, as well as the significant enhancements to veterans' claims preparation/processing and office management/report generation capabilities.

H. Goals and Objectives for 2011:

- Continue full service to our Door County Veteran Community by meeting the intent of the Department mission statement and accounting for the ever changing Federal and State benefits.
- Manage resources to stay within our budgeted projections in spite of the increase in demands for our services.
- Continue outreach efforts to ensure that all veterans, regardless of their physical limitations or residential locations throughout Door County, are provided the full range of services available to those who are able to come into our offices for personal attention. Provide periodic satellite office hours in Sister Bay with portable computer support to more effectively meet the needs of those veterans living in the Northern portions of our County.
- Continuing WDVA and USVA benefit changes, particularly in these difficult economic times; require regular and ongoing training for the CVSO and the assistant CVSO. Attendance at the National Association of County Veterans Service Officers annual convention/training seminar, as well as the Monthly training meetings of the Northeast Wisconsin CVSO and the Wisconsin CVSO Spring and Fall Conference/Training meetings; all represent critical continuing educational opportunities the staff must attend to ensure continued accreditation.
- Coordination with Federal, State and Local Legislators and other government officials to promote and advocate for Door county Veterans and their families is likewise imperative to ensure the best outcomes for veterans seeking their hard earned and well deserved benefits.

Submitted 22 March 2011



Kenneth A. Rock, CVSO